



Job Application – April 2024

BUILDING MANAGER

The Denis Hurley Centre in Durban CBD is looking for a Building Manager.

This is a unique opportunity to contribute in a positive way to a dynamic and respected organisation that is making a profound difference in the lives of the most marginalised people and impacting positively on perceptions of the Durban CBD. Our building is 10 years old, designed for our purposes, and comprising 4 floors each of about 400 square metres.

The Denis Hurley Centre is an NGO committed to helping the poor, homeless people and refugees, treating them with respect and dignity. We are a multi-faith organisation that welcomes staff and volunteers who share our ethos, from a wide range of religious traditions. We run a primary healthcare clinic alongside other projects that provide food and counselling for the homeless, support for refugees and job-related skills and training.

Our building also has a number of offices and meeting rooms that are regularly rented out to 3rd parties for events and training programmes as a source of income for the project.

We are looking for someone of integrity and competence to oversee the management of the building and build on the excellent reputation that we have built over the past 10 years. We especially welcome older applicants and foreign nationals with appropriate work permits.

Requirements: Minimum of 5 years' professional experience running a building or facility
Financial administration related to managing room bookings and payments
Experience of co-ordinating and motivating a team of people
English language competence –spoken and written
Commitment to the ethos and values of the Denis Hurley Centre

Please do NOT apply if you do not meet all the above requirements since your application will simply be disregarded. These will all be tested in written form prior to being invited for interview.

Also desired: Proven ability to work with people from marginalised communities
Basic maintenance skills
Competence in at least one other key language: isi-Zulu or French or kiSwahili
Driving licence

Hours: 40 hours per week usually:
Monday, Wed, Thurs,-Friday: 07.30-16.00 (including 30 mins for lunch)
Tuesday Day off
Saturday, Sunday 08.30-12.30

However, the post requires the flexibility to adapt the hours depending on activities.

Salary: Commensurate with experience. There is also a possibility of a commission, based on rental sales. There are no additional benefits (healthcare or pension scheme).

Starting date: As soon as possible.

The post reports to the Director and participates in Management Meetings with 7 other managers. The Building Manager has a team of three staff reporting to them as well as a team of external cleaners and maintenance experts.

Job Specific Responsibilities: Building Manager

- To support fellow managers and 3rd parties in their use of the building
- To manage a team of caretaker and assistants and an external cleaning team
- To run a weekly diary to communicate the uses of the building with key stakeholders
- To ensure that all people who use the building are treated with full respect, regardless of social, national or religious status, being patient but firm
- To oversee reception and ensure that staff are assigned to cover it at all times
- To liaise with key neighbours (Cathedral, Mosque, Victoria Street market, street traders, taxi drivers) for good management of the surrounding area
- To promote the building to potential 3rd parties as a way of maximising use and income
- To manage enquiries and bookings for rooms (regular and one-off), to arrange for invoicing and payment and to co-ordinate allocation of rooms
- To manage a system of setting up rooms for meetings, moving furniture, setting up equipment and then clearing rooms after use
- To be aware of dangers to the building or its users and to take appropriate action
- To be aware of repair and maintenance needs and to take appropriate action
- To keep a reliable list of suppliers and key contractors and use as appropriate
- To manage stocks of general consumables (paper products, stationery, etc) and ensure that they are sourced at a good price and available when needed
- To maintain a service register to ensure that equipment is checked and serviced on a regular basis and action taken when necessary
- To carry out or oversee small tasks of building maintenance and re-decoration as requested
- To identify and propose ways of improving management of the building
- To co-ordinate with the Administrator the IT and insurance needs of the building
- To co-ordinate use of a DHC vehicle shared between different projects
- To oversee the security of the building and the safety of users of the building
- To ensure that there is a system for opening and closing the building and setting alarms
- To manage keys and duplicates and ensure that they are accounted for
- To be accountable for spend of about R100,000 per month (excl. salaries) on building management and maintenance

If you feel you have the necessary skills and experience, please apply by sending a CV (with contact details of 2 referees) plus a detailed letter of motivation (minimum 200 words). Please include photocopies of relevant qualifications. Also provide a copy of your South African ID or, if not a South African resident, evidence of your work status in South Africa.

Deadline for applications is **12 noon on Friday 3 May 2024**. Late applications will not be considered. Please send application by email to admin@denishurleycentre.org or deliver by hand to the receptionist at Denis Hurley Centre, Cathedral Road (opposite Victoria Street Market). Shortlisted candidates will be notified on Wednesday 8 May and invited to come for a thorough interview the week of 13 May.

If you have further questions, please email (admin@denishurleycentre.org) – do *not* phone or drop in. For more information about us, see www.denishurleycentre.org or our Facebook page.