



## **Vacancy**

The South African National Petroleum Company (SANPC), a subsidiary of the Central Energy Fund (CEF), its objective is to oversee the strategic planning, coordination, and governance of the country's petroleum & gas resources, thereby contributing to national development and economic growth

SANPC currently seeks to employ a 2x Maintenance Handymen on a 6-months Fixed Term Contract at Parow, Cape Town.

### **MAINTENANCE HANDYMAN X2**

#### **PURPOSE**

Conduct scheduled and requested maintenance on SANPC Head Office facilities, to ensure the proper functioning and upkeep of facilities, building, equipment, and machinery.

#### **Responsibilities**

- Conduct scheduled and requested maintenance on the physical building and on-board facilities, including interior building lights, floors, walls, etc., to ensure they are safe and in good working order.
- Conduct ground maintenance on irrigation systems, well pumps, roads, paving, gardens, and exterior building lights, etc., to ensure they are serviced according to schedule and kept in good working order.

- Conduct and report on the service of electrical equipment to ensure compliance with electrical standards and to prevent electrical fire hazards.
- Conduct periodic inspections of facilities and sites to ensure risks to personnel, plant, and equipment are minimized and safety precautions are adhered to.
- Conduct tests and inspections on all mechanical equipment and systems.
- Identify and report on equipment and systems that require repair.
- Compile a list of equipment and items required for maintenance purposes to ensure there is adequate availability of equipment to complete a maintenance job.
- Contain costs to ensure that funds are managed optimally in service delivery.
- Address immediate facility requirements to maintain an optimal work environment by responding to logged calls for building and facility maintenance and assisting employees with daily maintenance issues.
- Ensure that all work is carried out within the HSEQ guidelines.
- Ensure compliance with Permit to Work systems.
- Ensure compliance with legislation and company standards, policies, and procedures.

## **Minimum Qualifications**

- N3 National Certificate/QCTO-registered occupational qualification in electrical, plumbing, math, science, and brick laying.

## **Minimum Experience**

- 3-5 years' experience in building facilities management.

## **Technical Knowledge**

- Equipment, electrical and facilities maintenance.
- General knowledge of relevant Health and Safety and Environmental regulations and standards.
- Incident investigation and reporting.
- General knowledge of relevant and applicable Building Regulations and Standards.
- Level 3 Language Proficiency – Ability to read and interpret documents such as Safety Rules, Operating and Maintenance Instructions, and Procedure Manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.
- Level 3 Numerical Proficiency: Intermediate Skills - Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- Level 4 Reasoning Proficiency: High Skills - Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited

standardization exists. The ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

- Computer Literacy – good understanding of the Microsoft Suite.
- Local travel as and when required.
- Valid EB Driver's License (Code 08).

The closing date for this position is: 21 July 2025

Please submit detailed CVs to [sanpcrecruitment@sa-npc.co.za](mailto:sanpcrecruitment@sa-npc.co.za)

SANPC is an Equal Opportunity Employer committed to the principles of Employment Equity. Preference will be given to candidates whose appointments improve representatively at SANPC.

Please consider your application unsuccessful if you have not been contacted two weeks after the closing date.