



INTERNAL AND EXTERNAL ADVERTISING OF A VACANT POSITION

Suitably qualified candidates are invited to apply for the following vacancy:

POSITION: MEP Supervisor

DEPARTMENT: Maintenance

JOB GRADE: 4

ROLE SUMMARY

The Maintenance, Electrical and Plumbing (MEP) Supervisor coordinates and oversees the installation, repair and maintenance of all Tswalu's infrastructure.

KEY RESPONSIBILITIES

Repair & Maintenance

- Run preventative maintenance programmes to minimise service repairs and breakdowns in the long term.
- Inspect facilities and equipment, including office equipment, furniture, kitchen equipment, motor vehicles, generators, electrical equipment and machinery.
- Plan, direct and oversee maintenance programmes and schedules.
- Manage maintenance schedules and budgets, including forecasting future repair and maintenance costs.
- Ensure all maintenance work and repairs are completed on time and within budget.
- Respond promptly and effectively to maintenance emergencies and breakdowns.
- Monitor the performance of installed equipment.
- Ensure adequate breakdown and emergency maintenance cover outside normal working hours.
- Order required parts, equipment and materials.
- Liaise with service providers and manage relationships with vendors and contractors.
- Manage electrical energy consumption and efficiency.

Health, Safety & Environment

- Ensure compliance with all company policies and procedures relating to health, safety and environmental management.
- Ensure all electrical equipment is maintained in a safe working condition and complies with applicable regulations.
- Ensure that all Certificates of Compliance are maintained and kept up to date in accordance with relevant legislation.
- Ensure potable water reservoirs are maintained within acceptable standards.
- Ensure sewage treatment plants are maintained within acceptable standards.

Supervision & Management

- Manage the recruitment and selection process in accordance with the company's recruitment and appointment policy.
- Ensure annual employment equity targets are achieved.

T. +27 53 781 9112 | **E.** info@tswalu.com | **W.** tswalu.com

Farm Korannaberg 296, Van Zylsrus, 8467, South Africa | P.O. Box 1081, Kuruman, 8460, South Africa

DIRECTORS: DAT LAMB (BRITISH) | DN McFAYDEN | CL OPPENHEIMER | JEM OPPENHEIMER | NF OPPENHEIMER
INCORPORATED IN THE REPUBLIC OF SOUTH AFRICA | COMPANY REG NO 1968/001382/07 | VAT REG 4020125912



- Identify and facilitate training and development opportunities.
- Ensure employees have appropriate and up-to-date job descriptions.
- Manage employee conduct, efficiency, productivity and discipline.
- Develop and manage departmental work programmes.
- Conduct performance assessments and contribute to employee recognition and rewards.

General

- Participate in management meetings.
- Implement policies and management decisions taken by the Board of Directors and Executive Team.
- Prepare or oversee the preparation of reports and statistics relating to areas of responsibility.
- Assist other departments when required.
- Serve on committees as required by the company and applicable legislation.
- Adhere to and participate in The Long Run's 4C initiatives and GER standards.

QUALIFICATIONS & EXPERIENCE

- Relevant technical qualification (minimum N4) with a recognised apprenticeship (Red Seal).
- Minimum 5 years' maintenance experience, preferably within the hospitality industry.
- Minimum 5 years' management experience.
- Minimum 3 years' experience in environmental management.

SKILLS & KNOWLEDGE

- Strong administrative, planning, organising and prioritising skills, including the ability to prepare and manage work schedules.
- Excellent verbal and written communication skills.
- Strong fault-finding, root cause analysis and problem-solving abilities.
- Practical and analytical approach with a high level of attention to detail.
- Excellent time-management and organisational skills.
- Proven leadership, management, coaching and mentoring abilities.
- Knowledge of modern maintenance techniques.
- Experience in managing maintenance budgets and controlling costs.
- Sound knowledge of applicable building codes, legislation and regulations.
- Good knowledge of health, safety and environmental legislation.
- Knowledge of energy management and energy-efficiency practices.
- Good working knowledge of:
 - Ventilation and air-conditioning systems.
 - Plumbing.
 - Carpentry.
 - Electrical systems.
 - Basic construction.

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- Building and equipment maintenance.
- The safe and effective use of electrical and other maintenance tools.
- Standby generators.
- Sewage treatment plants.

PERSONAL ATTRIBUTES

- Strong interpersonal and relationship-building skills.
- Adaptable, self-driven and proactive.
- High emotional intelligence.
- Ability to work effectively under pressure.
- Ability to manage high volumes of work and competing priorities.
- Ability to work independently and as part of a team.
- Strong team-player mentality.

ADDITIONAL REQUIREMENTS

- Valid Code EB driver's licence.
- Computer literate, with proficiency in relevant administrative and maintenance-related systems.
- Language proficiency in English (able to speak, read and write); proficiency in Afrikaans and Setswana will be an advantage.
- Physically fit and able to perform the inherent requirements of the position.
- Willingness and ability to comply with all applicable legislation, regulations, health and safety requirements, and organisational policies and procedures.

PACKAGE

- Market related salary
- Single Accommodation
- Staff flights between Johannesburg and Cape Town

Suitably qualified candidates can send their CVs to opportunities@tswalu.com

Applications close on **22nd October 2026**

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