



# BUILDING SUPERVISOR

(Payclass 07)

## The South African College of Music Faculty of Humanities

**The South African College of Music (SACM), University of Cape Town, invites applications for the position of Building Supervisor.**

The purpose of this role is to oversee building maintenance, security, health and safety, and space management across the South African College of Music which includes multiple teaching, performance, and administrative facilities.

### Key Responsibilities

#### Building Maintenance (including contractor liaison and fault resolution)

- Security & Access Control (including monitoring and incident response)
- Health & Safety Compliance (including inspections and adherence to regulations)
- Venue & Space Planning and Scheduling
- Supervision of support staff and coordination of service providers

### Minimum Requirements

- NQF Level 4 qualification
- Minimum of 5 years' relevant experience (performing arts environment advantageous)
- Strong communication and interpersonal skills, with demonstrated ability to plan, coordinate, and organise operational activities
- Basic knowledge of facilities management processes and occupational health and safety requirements
- Experience in supervising staff or coordinating contractors/service providers
- Basic computer literacy (MS Word, Excel, Outlook)
- Ability to work independently and under pressure

### Additional Requirements

- Willingness to work flexible hours including evenings and weekends, when required
- Physical ability to move equipment (subject to medical clearance)

### Advantageous

- Knowledge of performing arts environments, including familiarity with venue operations and specialised equipment
- Knowledge / trained in First Aid

The annual cost of employment, including benefits (*where applicable*), is between R408 664 and R480 782.

**To apply**, please e-mail the documents below in a **single pdf file** to [lisa-marie.diamond@uct.ac.za](mailto:lisa-marie.diamond@uct.ac.za)

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter – This should demonstrate and evidence the required competencies listed above
- Curriculum Vitae (CV)

Please ensure the title and reference number are indicated in the subject line.

**An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted.**

**Telephone:** 021 650 2626  
**Website:** [www.humanities.uct.ac.za/hum/departments/sacm](http://www.humanities.uct.ac.za/hum/departments/sacm)  
**Closing date:** 03 July 2026  
**Reference number:** E26625

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*When you apply for a position at UCT, we collect your personal information to assess your application, communicate with you, and coordinate interview logistics. Information such as race, gender, nationality, and disability status is used to support our Employment Equity obligations. We also verify your references, qualifications, conduct criminal and, for certain roles, credit checks. For more information about how the University of Cape Town uses personal information and your rights, please email [popia@uct.ac.za](mailto:popia@uct.ac.za)*

**The University reserves the right to extend the closing date for applications if deemed necessary and reserves the right to make no appointment**