

VACANCY: VILLAGE MANAGEMENT MANAGER**Location:** Ndubazi District**Industry:** Forestry**Employment Type:** Permanent**1 ABOUT THE POSITION**

We are seeking a dedicated, hands-on, and highly organized **Village Management Manager** to oversee the day-to-day management, maintenance, administration, and welfare of employee villages, staff houses, and office facilities within a forestry environment.

The successful candidate will be responsible for ensuring that accommodation facilities and communal areas are maintained to the highest standards while effectively managing village personnel, equipment, assets, reporting, and compliance requirements.

2 KEY RESPONSIBILITIES**3 Administration and Reporting**

- Collect and maintain attendance registers, leave applications, employee records, incident and near-miss reports, and task checklists.
- Prepare and submit weekly work plans and progress reports for villages, staff houses, and offices.
- Maintain daily vehicle travel and fuel logbooks.
- Compile and submit monthly employee man-hours and performance schedules.
- Report on employee performance, absenteeism, incidents, toolbox talks, damaged equipment, village damages, and employee queries.

4 Village Operations and Maintenance

- Oversee and report on:
 - Grass cutting and brush-cutting activities.
 - Lawn edging and weed control.
 - Leaf raking and litter removal.
 - Refuse removal and waste management.
 - Tree pruning and landscaping.
 - Cleaning of ablution facilities and cooking areas.
 - General maintenance and repairs.
 - Painting and upkeep of infrastructure.
 - Opening and cleaning of drains.

- Monthly sewerage sampling and quarterly water sampling in accordance with regulations.

5 Asset and Equipment Management

- Manage and maintain tools, equipment, machinery, vehicles, and consumables.
- Ensure all equipment is cleaned, serviced, and returned to storage after use.
- Monitor replacement parts and consumables.
- Report damaged or lost tools and equipment.
- Maintain and update asset, tool, and equipment registers.
- Evaluate stock levels of cleaning materials, toilet paper, first aid supplies, and replacement parts.

6 Village Management and Employee Welfare

- Supervise Village Controllers and evaluate building inspection checklists.
- Manage the distribution of cleaning materials and consumables.
- Monitor first aid box compliance and expiry dates.
- Report misconduct, property damage, illegal electrical connections, and other village-related incidents.
- Promote a safe, orderly, and professional living environment for employees.

7 Meetings and Stakeholder Engagement

- Conduct quarterly Village Committee meetings.
- Chair monthly Village Management meetings with Village Controllers.
- Attend and contribute to monthly management meetings.
- Liaise with forestry operations, management, contractors, and other stakeholders to ensure efficient village operations.

8 MINIMUM REQUIREMENTS

- Grade 12 (Matric).
- Diploma or Degree in Facilities Management, Property Management, Hospitality Management, Business Administration, or a related field will be advantageous.
- Minimum 5 years' experience in village management, camp management, facilities management, accommodation management, estate management, or a similar environment.
- Previous experience within forestry, agriculture, mining, or remote-site operations will be advantageous.
- Sound knowledge of occupational health and safety requirements.
- Strong administrative and reporting skills.

- Experience managing staff and contractors.
- Computer literacy (MS Office).
- Valid driver's license.
- Ability to work independently and under pressure.

9 KEY COMPETENCIES

- Leadership and people management.
- Planning and organizational skills.
- Strong communication and interpersonal skills.
- Problem-solving and decision-making ability.
- Attention to detail.
- Asset and resource management.
- Financial and administrative discipline.
- Commitment to safety and quality standards.

10 APPLICATIONS

Interested candidates should submit a comprehensive CV together with certified copies of qualifications and supporting documents to:

hr@impenduloenviro.com and info@impenduloenviro.com

Closing Date: 26 June 2026

Should you not receive feedback within 30 days after the closing date, please consider your application unsuccessful.

Committed to Employment Equity and Transformation.