

PRECINCT MANAGER

REPORTS TO Chief Executive Officer | **LOCATION** Observatory, Cape Town
PROPOSED COMMENCEMENT Early November 2026

The Observatory Improvement District NPC (OBSID) is seeking an experienced, hands-on Precinct Manager to support the effective delivery of top-up services across Observatory. Reporting to the Chief Executive Officer, the successful candidate will coordinate day-to-day precinct operations, monitor service delivery and help create a clean, safe, well-managed and welcoming urban environment.

This role will suit a practical, organised and articulate professional who is comfortable working in the field, engaging with diverse stakeholders and taking projects from idea to implementation. Sound judgement, attention to detail and disciplined follow-through are essential.

Key responsibilities

- Coordinate the day-to-day implementation of the OBSID Implementation Plan across the precinct.
- Conduct regular precinct inspections on foot and by vehicle, identify service-delivery issues, coordinate appropriate responses and track matters through to resolution.
- Manage and monitor relevant OBSID-appointed service provider contracts, including service-level compliance, performance and follow-up on corrective actions.
- Maintain accurate daily records of stakeholder engagements, site visits, tasks, incidents and outcomes.
- Build and maintain effective working relationships with City of Cape Town officials, the South African Police Service, property owners, businesses, residents and other relevant stakeholders.
- Collate and present clear information for the Chief Executive Officer, Board reports and meetings with the City of Cape Town and other partners.
- Identify practical opportunities to improve the public environment, develop proposals and manage approved projects through to implementation.
- Work closely with OBSID's Social Development department and other operational functions to coordinate responses to complex precinct issues.
- Support sound operational planning, supplier administration and monitoring of approved project expenditure.

Minimum requirements

- **Experience:** A minimum of 10 years' relevant work experience. Previous experience in urban management, law enforcement or SAPS, facilities, property or security management, or within a CID/SRA environment will be highly advantageous.
- **Driver's licence and transport:** A valid South African Code 8 or Code B driver's licence and reliable own transport (non-negotiable).
- **Working hours:** Availability to work and travel before or after normal working hours and over weekends when operationally required (non-negotiable).
- **Communication:** Strong written and verbal communication skills in English and Afrikaans, with the ability to engage at both strategic and operational levels.
- **Administration:** Strong administrative ability, computer literacy and excellent report-writing skills.
- **Stakeholder engagement:** Proven interpersonal, relationship-building and negotiation skills; an established network of relevant contacts will be an advantage.
- **Planning and management:** Strong planning, project management, time management and financial management skills.
- **Physical requirements:** Medically and physically able to walk long distances and work outdoors for extended periods.

Key competencies and attributes

- A practical, hands-on approach and a strong sense of accountability.
- Sound judgement, initiative and effective problem-solving ability.
- Excellent organisation, prioritisation and the ability to adapt plans as circumstances change.
- The ability to work independently while contributing positively as part of a team.
- A professional, respectful approach to community and stakeholder engagement.
- A strong interest in community issues, with consistently high standards for a clean and well-managed urban environment.

Application process

To apply, email a one-page motivation letter and a CV of no more than five pages to matt@obsid.org.za. Use the subject line **Application - Precinct Manager**.

Closing date: Friday, 25th Sept 2026

Supporting information: Do not include certificates. Please provide the names and contact details of three contactable references for verification purposes.

Outcome notification: If you have not received feedback by 30 November 2026, please consider your application unsuccessful.

Important: OBSID reserves the right to make an earlier appointment if deemed necessary. Please do not contact the office directly.

For more information about OBSID, visit www.obsid.org.za.