

OPTION B SPATIAL REQUIREMENTS- ECPTA

Department	Position	Level	Size	Nr	Office	Shared	Open
CEO's Office	Chief Executive Officer	E4	25 m ²	1	1		
	Legal Advisor/Board Sec	D4	18 m ²	1	1		
	Snr Manager: Strategic Projects	D4	0	0	0		
	Manager: Strat & Risk Planning	D3	18 m ²	1	1		
	Legal Practitioner	D2	0	0	0		
	Corp Perf & Research Specialist	C4	12 m ²	1	1		
	Executive Assistant	C2	0	0			0
	P/A to Legal Advisor	C1	12 m ²	1			1
	Sub-Totals		85 m²	5	4	0	1
Finance	Chief Financial Officer	E1	25 m ²	1	1		
	Finance Manager	D3	18 m ²	1	1		
	Supply Chain Manager	D3	0	0	0		
	Accounting & Reporting Manager	D2	18 m ²	1	1		
	Internal Control Manager	D1	0	0	0		
	Procurement Supervisor	C4	12 m ²	1	1		
	Asset Control Officer	C4	12 m ²	1			1
	Financial Accountant	C4	0	0			0
	Management Accountant	C4	12 m ²	1			1
	Accountant (Projects)	C3	0	0			0
	Payroll Supervisor	C2	12 m ²	1		1	
	Procurement Officer	C2	12 m ²	2			2
	Financial Reporting Officer	C2	12 m ²	1			1
	Admin & Logistics Officer	C2	0	0			0
	Creditors Supervisor	C2	12 m ²	1			1
	Audit Officer	C2	0	0			0
	P/A to CFO	C1	12 m ²	1			1
	Buyer	B4	8 m ²	1			1
	Revenue Clerk	B4	0	0			0
	Payments Clerk	B3	8 m ²	1			1
	Creditors Clerk	B3	8 m ²	2			2
	Payroll Clerk	B3	8 m ²	1		1	
	Asset Admin Clerk	B3	8 m ²	1			1
	Fleet Admin & Log Clerk	B3	0	0			0
	Junior Buyer	B2	8 m ²	1			1
	Sub-Totals		225 m²	19	4	2	21
Corporate Services	ED: Corporate Services	E1	25 m ²	1	1		
	Manager Corp Support Serv	D4	18 m ²	1	1		
	HC Manager	D3	0	0	0		
	Manager: Corp Empl Serv	D3	18 m ²	1	1		
	IMCT Manager	D2	0	0	0		
	HC Development Manager	D2	18 m ²	1	1		
	HC Admin Supervisor	C4	12 m ²	1		1	
	Database Specialist (IMCT)	C4	0	0		0	
	System Administrator (IMCT)	C4	12 m ²	1		1	
	Network Administrator	C4	0	0		0	



	Skills Development Facilitator	C3	12 m ²	1			1
	Web/Intranet Master	C3	0	0		0	
	HC Benefits Practitioner	C3	12 m ²	1			1
	HC Officer	C2	12 m ²	2			2
	HC Dev Officer	C2	12 m ²	1			1
	OHS Officer	C2	0	0			0
	Database/Document Controller	C2	12 m ²	1	1		
	Emp Wellness Officer	C2	0	0	0		
	IMCT Technician	C2	12 m ²	2		2	
	P/A to Director	C1	12 m ²	1			1
	Helpdesk Support	C1	0	0			0
	HC Admin Officer	C1	12 m ²	1		1	
	Facilities Clerk	B2	8 m ²	1			1
	General Assistant	A3	0	0		0	
	Sub-Totals		231 m²	17	5	5	7
Marketing	Chief Marketing Officer	E1	25 m ²	1	1		
	Snr Manager Marketing	D4	18 m ²	1	1		
	Research&Info Manager	D2	0	0	0		
	Experiential Marketing Manager	D2	18 m ²	1	1		
	Business Events & Partner. Manager	D2	0	0	0		
	Brand Manager	D2	18 m ²	1	1		
	Corp Comm & Media Manager	D2	0	0	0		
	Business Events & Part Coordinator	C3	12 m ²	1			1
	Business Events & Part Officer	C2	0	0			0
	Comm Officer	C2	12 m ²	1			1
	Digital Marketing Officer	C3	0	0			0
	Brand Awareness Officer	C2	12 m ²	2			2
	Experiential Marketing Officer	C2	12 m ²	1			1
	Research Assistant	C2	0	0			0
	Reservation Supervisor	C2	12 m ²	1	1		
	P/A to Director	C1	0	0			0
	Reservation Clerks (Internal)	B4	8 m ²	1			1
	Information Clerk	B3	8 m ²	1			1
	Reservation Clerks	B3	8 m ²	1		1	
	Admin Clerk	B3	8 m ²	1			1
	Receptionist/Switchboard	B2	0	0			0
	Sub-Totals		183 m²	14	5	1	8
Operations (Biodiversity Conserv)	Snr Manager: PA Expansion	D4	18 m ²	1	1		
	Snr Manager: Scientific Serv	D4	0	0	0		
	Stakeholder Manager	D4	18 m ²	1	1		
	People & Parks Manager	D2	0	0	0		
	Database Manager (Biodiversity)	D2	18 m ²	1	1		
	Maritime Ecologist	D1	0	0	0		
	Systematic Conserv. Planner	D1	18 m ²	1	1		
	Stewardship Manager	D1	0	0	0		
	Environmental Planner	D1	18 m ²	1	1		



	Manager: Game Trans & Wildlife	D1	0	0	0		
	Ecologist	C3-D2	12 m ²	3		3	
	Specialist Technician	C3	12 m ²	1			1
	Data Technician	C2	0	0			0
	Section Ranger	C2	12 m ²	1			1
	Technician	C1-C3	12 m ²	2			2
	Admin Clerk	B3	8 m ²	1			1
	Sub-Totals		182 m²	13	5	3	5
Destination Dev	ED: Destination Development	E1	25 m ²	1	1		
	Snr Manager Dest Development	D4	0	0	0		
	Reg Tourism Dev Manager	D2	18 m ²	2	2		
	Quality Assurance Manager	D1	18 m ²	1	1		
	Manager: Customer Care	D1	0	0	0		
	Officer: Customer Care	C2	12 m ²	1			1
	Registrar: Tourism	C3	0	0			0
	Tourism Dev Officer	C2	12 m ²	2			2
	Snr Comm Outreach Officer - GFNR	B4	0	0			0
	Outreach Manager	D1	18 m ²	1			1
	Ecologist	C3-D2	12 m ²	1	1		
	Legal Support Officer	C3	12 m ²	1			1
	Stewardship Facilitator	C3	12 m ²	2			2
	Outreach Administration Clerk	B3	0	0			0
	Outreach Officer	C3	12 m ²	2			2
	Technician	C1-C3	12 m ²	1			1
	Admin Clerk	B3	0	0			0
	Sub-Totals		217 m²	15	5	0	10
Other-Non Reserves	ED: Biodiversity & Conservation	E1	25 m ²	1	1		
	Regional Manager	D4	18 m ²	2	2		
	Snr Manager: Project Management	D4	0	0	0		
	Social Responsibility Manager	D1	18 m ²	1	1		
	Analyst	C5	0	0	0		
	Coordinator: Anti-Poaching	C4	12 m ²	1			1
	Reg. Hospitality Officer	C3	12 m ²	1			1
	Reg. People & Parks Manager	C3	12 m ²	1			1
	CLO/Stewardship Officer	C2	12 m ²	1			1
	Administration Officer	C2	12 m ²	1			1
	Infrastructure Tech Officer	C2	0	0			0
	P/A to Director	C1	12 m ²	1			1
	Infrastructure Maint. Officer	C1	0	0			0
	Admin Clerk (Regional)	B3	8 m ²	2			2
	Project Administrator	B3	8 m ²	1			1
	Admin Clerk	B3	0	0			0
	Sub-Totals		175 m²	13	4	0	9
	Totals		1298 m²	96	32	11	53



SUPPORT AREAS	Cleaners Room (per floor)		1	6 m ²
	Pause Room 1 (incl sink & cbd)		1	12 m ²
	Pause Room 2 (incl sink & cbd)		0	0
	Pause Room 3 (incl sink & cbd)		1	12 m ²
	Boardroom 1		1	50 m ²
	Boardroom 2		0	0
	Kitchen (close vicinity to Boardrooms)		1	12 m ²
	Cafeteria		1	20 m ²
	Mini Boardroom 1		1	30 m ²
	Mini Boardroom 2		0	0
	Server Room		1	20 m ²
	Store Room (Legal Services & Ops)		1	20 m ²
	Strong Room Cooler (Ops)		1	20 m ²
	Strong Room - Ventilated		1	20 m ²
	IT Store		1	32 m ²
	LAB – Biodiversity		1	20 m ²
	Storage - General		1	50 m ²
	Document Storage – Finance & HCM)		1	50 m ²
	Outside Pause Area (close vicinity to Cafeteria)		1	25 m ²
	Sub-Totals			399 m²
SUMMARY	Staff Area			1298m²
	Support Area			399m²
	Useable Area			1697m²
	plus Common Area (25% Staff Area)			325m²
	RENTABLE AREA			2022m²

NB: Bidders need to comply with the attached spatial template for office allocation purposes.

Deviation with the attached will only be considered upon approval by the ECPTA

PLEASE NOTE THAT ECPTA RESERVES THE RIGHT TO PROCURE ONLY THE AREA WHICH IS NEEDED AT THE TIME OF AWARD. THEREFORE THE AREA MENTIONED ABOVE IS SUBJECT TO CHANGE.

