

Project Profile

2.1 INTRODUCTION

This section deals with the *Job Centre* component of the development only.

The need for this project has been identified by the Department of Labour (DOL) to help promote employment and alleviate unemployment in Gauteng. The *Job Centre* concept will be an initiative by the DOL, implemented as a prototype in this project, with the vision to have it reproduced elsewhere. It will be a prototype not only because of the way in which work is created, but also in its promotion.

The project will be one of two integrated projects to be developed on erf 717, Hatfield, Schoeman Street. The projects, an inter-city bus terminal, and the *Job Centre*, will be implemented in an integrated way to maximize synergy with the adjacent HGSD.

For practical reasons, the project will be expected to respond to the decisions taken, and the subsequent servitudes set up, by the HGSD.

2.2 SITE MANAGEMENT STRATEGY

To synergise with the HGSD, the site has been divided in two portions to accommodate a one-way service route with access from School lane, terminating with an exit into Schoeman Street.

The two main activities on the site will be a collaborative project between the DOL and the Department of Transport (DOT), also jointly responsible for the acquisition of the property, and implementing the service lane (fig. 2.1).

A further intervention affecting the property is the implementation of a two-lane one-way road servitude on the eastern border of the site in a north-south direction.

The area to the west of the bus service lane will accommodate an Inter-city Bus Terminal to operate in conjunction with the Gautrain Station.

This area will also allow for the envisaged satellite police station.

The *Job Centre* will be located to the east of the service road, and the DOL will obtain ownership to the property.

2.3 CLIENT PROFILE

The Department of Labour

The *Job Centre* will be an initiative by the DOL with the vision of establishing job opportunities in the community. One of the aims in the project will be to ensure maximum work creation even in the construction process.

The Job Centre (Pty Ltd)

The *Job Centre*, a company initiated by the DOL, will be responsible for the implementation of the project.

2.4 USER PROFILE

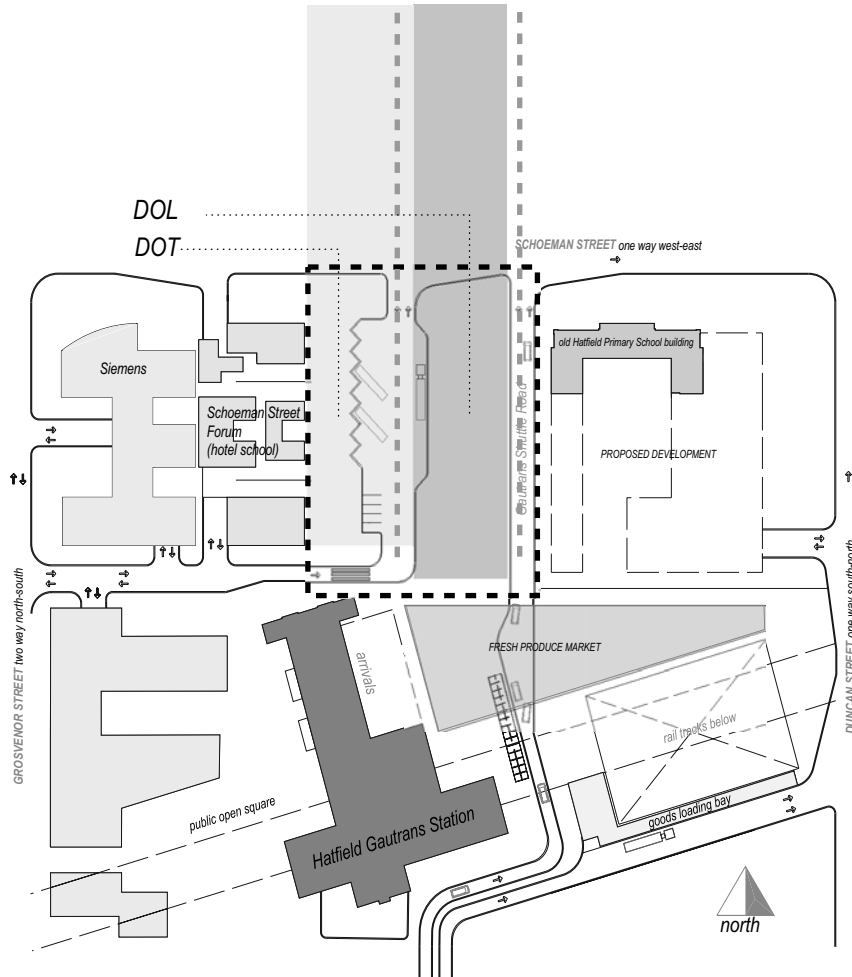
The target market for the project will be:

- A The local community, especially the local student population, Hatfield being an institutional node in the city.
- B Commuters using the Gautrain / Metrorail / Public Transport.

One of the requirements of students and certain commuters using public transport is the ability to have easy access to temporary employment opportunities.

These employment opportunities need to allow flexible time schedules.

A reliable job market database will be provided at the *Job Centre*.



2.1

Students / Local Community

Students and other temporary workers will be catered for by:

- ___ Providing a service allowing a generation of income during studies, while gaining useful experience in the work field.
- ___ Access to job seeking facilities.
- ___ Functioning as a reliable recruitment company with an up -to-date recruitment database aimed at temporary workers.
- ___ Addressing the need for hostel type accommodation.

Commuters

Commuters using public transport will be provided with a quick and effective facility to do job hunting. Overnight accommodation will also be available.

2.5 FINANCIAL PROFILE

The DOL will fund the eventual capital and property. The Job Centre (Pty Ltd) will be responsible for the construction, operation and maintenance, of the development. The Job Centre, which also provides a recruitment company service, will be a business that trades with personnel as a commodity.

After 20 years the property will be handed back to the DOL.

2.6 VISION

The vision for the Job Centre is to be a prototype in providing a service as a recruitment agency, and the creation of employment, by making use of its location in a public transportation and institutional node.

2.7 AIMS

The project will aim to:

- ___ Be as visible as possible in its location to promote its facilities.
- ___ Be a prototype of how such a building should function internally, and externally with its environment; to provide maximum employment opportunities, both during the construction and its eventual function.
- ___ Be a prototype of how a facility that promotes work should be constructed.

2.8 GOALS

The goals will be to:

- ___ Comply with the DOL's policy to promote and enhance work opportunities in South Africa.
- ___ Coincide with the Human Rights legislation, stipulating that all South Africans have the right to work and earn a living.
- ___ Create, and facilitate as many work opportunities as is possible.

2.1 Site management strategy.

2.2 Diagram of Job Centre functions.

2.9 FUNCTION

The main functions of the Job Centre will be to act as a recruitment agency, providing some on-site employment opportunities. The centre will act as a link between the employer and employee when dealing with temporary personnel, to eliminate unnecessary legal and monetary obligations towards the employee. The centre will act as a safe and secure body through which the employees could file complaints and give feedback regarding their work and employers.

Certain on-site jobs, either office or warehouse work, will form the other function of the centre.

In these instances, a company will contract the Job Centre to have defined work done.

The centre will also function as a haven for workers/commuters by way of an overnight accommodation component.

A Take Away/Cafeteria function will also be introduced. Its location next to public transport facilities will imply a regular influx of clientele, also catering for the needs of employees.

2.10 RECRUITMENT PROCESS

External employers will advertise vacancies at the Job Centre, who in turn will provide job-hunting facilities for recruits to have access to these jobs.

The agency will recruit the personnel most suitable for the work by means of a contract. Contracts will thus be between the Job Centre and recruits on one hand, and the Job Centre and employer on the other. Payment will be to the Job Centre, who in turn will compensate the personnel. Making use of this system, employers will be alleviated of obligations towards employees. The Job Centre's revenue out of this system, and the services provided, will comprise a percentage of the salary the recruit earns.

2.11 ON-SITE EMPLOYMENT

The on-site employment opportunities available include both manual labour (warehouse located) and office work. The opportunities consist of shift jobs, revolving around a 24 hour schedule.

Warehouse work:

- __ Loading and off-loading of goods.
- __ Transport of goods to applicable destinations, such as the fresh produce market.
- __ A cleaning team that offers a service to the adjacent developments.
- __ Picking and packing of goods for temporary storage in the warehouse.
- __ Collecting and sorting of waste for recycling.

Office Work:

- __ Data capture work.
- __ Call centre work doing telemarketing and market research.
- __ Administration work (filing, sorting and printing).

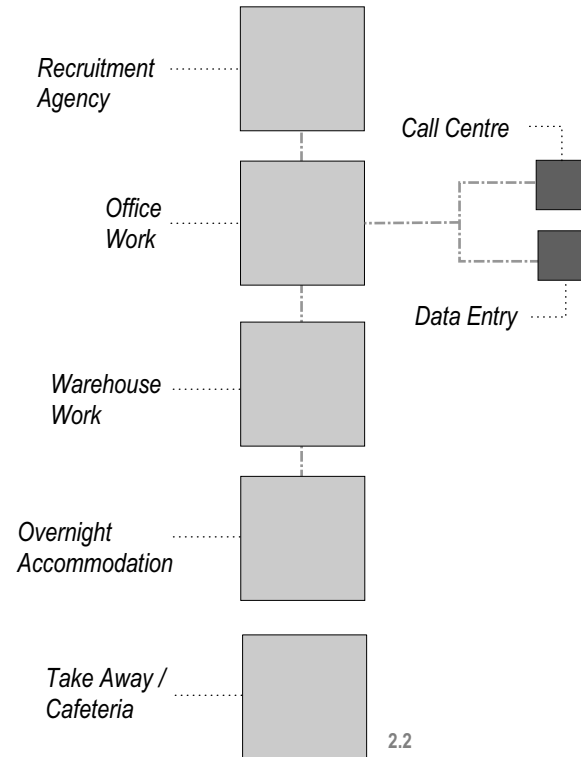
2.12 SERVICE PROVISION

Warehouse Component

- __ Contract picking and packing of goods for external contractors making use of the proximity of the rail line to transport goods to and from the warehouse.
- __ The loading / off-loading of goods as well as the transport of those goods to their various destinations within the HGSD.
- __ Temporary storage of goods.
- __ The recycling and removal of waste from adjacent developments.

Office Component

- __ To supply a data capturing service towards private companies. A company can contract the Job Centre to have a certain amount of data captured within a certain time. The centre will provide the facilities as well as the personnel and training.
- __ To host a call centre through which private companies can do market research or telemarketing on a contract basis. A company can contract the Job Centre to have a certain amount of people contacted within a certain time, with the associated data capture involved.



Personnel Services

The services rendered by the Job Centre towards personnel (recruits) will be:

- __ The provision of assistance in legal and monetary matters.
- __ Assistance and training in the set up and layout of a well-maintained Curriculum Vitae.
- __ The assessment of skills with eventual career counseling.
- __ The provision of a reliable job market data base. A form of networking will be established between the Job Centre and various local tertiary institutions such as the University of Pretoria and Damelin College. In this way there can be feedback regarding the need and availability of jobs. This aspect will form an integral part of the Knowledge Management System (KMS), making up a valuable part of the intangible assets.

2.13 **CONSTRUCTION****Materials**

The following aspects determined the choice of materials:

- ___ Flexible character and the relative ease through which it can be altered to show craftsmanship and detail.
- ___ Traditional and extensive usage in the region, currently and in the past.
- ___ The low embodied energy needed in the manufacture in most cases.

In-situ concrete. Tshwane boasts beautiful examples of in-situ concrete, a skill and tendency which seems to have decreased in popularity over the last decade. Concrete will be used for its sculptural qualities, as well as the many different low-maintenance finishes which could be derived when some time is spent either during the preparation of the formwork, or afterwards.

Face bricks · In most new developments taking place in Hatfield, plaster-and-paint seems to have been preferential to face brick construction. Face bricks from a local manufacturer will be used extensively in the project. The challenge for the architect will be to use these building blocks not only as structural elements, but also in other components of the building.

Timber cladding and decking. Timber cladding and decking will be used due to the fact that it is a renewable source, as well as the finishes and textures which can be obtained. The timber used, will be the only material used, needing regular maintenance in the form of varnish and treatment.

Steel. Selected steel contractors will be responsible for the custom manufacturing of some lightweight components, making use of standard profiles. Preferably steel with a certain amount of chrome will be used to eliminate the need for paint.

Natural stone. Slate and sand stone tiling will be used in conjunction with thermal massing in the building.

Polycarbonate sheeting. Polycarbonate sheeting will be used instead of glass due to its thermal performance when used in the right applications.

Contractors. The contractors chosen for the project will be required to work in close contact with the construction team in order to facilitate skills transfer and quality control. The architect will be required to do extensive quality control; his responsibility does not end at working drawing stage.

2.14 **SUSTAINABILITY**

Social: The project will be required to be socially sustainable in the following ways:

- ___ By facilitating the creation of jobs.
- ___ By providing a service to the local community and adjacent developments.
- ___ By providing an educational component in assisting and training recruits with skills.

Economical: The building will be economically sustainable in the following ways:

- ___ By making use of the site's location to the fullest extent to generate income for the centre.
- ___ By promoting the centre through its appearance and functionality.

Environmental: The building will be expected to be environmentally sustainable in the following ways:

- ___ The building will be required to benefit through improved thermal performance due to the shuttle road.
- ___ Passive environmental control should form a basis for the design of the building to reduce the impact that energy sources have on the environment.
- ___ Vegetation should form part of the design to enhance the ecological conditions on the site, which has been reduced to nil as a result of the existing motor dealership. Historically the site formed part of the lawn sports facilities of Hatfield Primary School. As much as possible part of this character needs to be recovered.



2.3 Old Hatfield Primary School building.
2.4 – 2.5 Motorcar showrooms in the vicinity.
2.6 Diagram of accommodation schedule layout.
2.7 Diagrammatic office layout.

2.15 **ARCHITECTURE**

The architecture of the development should respond to the immediate built environment in various ways. Firstly, it should combat the "temporary" architecture which dominate the area through motorcar showrooms. These aluminium and glass boxes do project a very glamorous image. The construction and function is however of a temporary nature and against the principles of the HUDF, which calls for inhabitable spaces for humans, not motorcars. The building should portray a more stable, inhabitable and long-term image to attain a more permanent atmosphere in the area.

Instead of showcasing motorcars, the buildings should showcase and celebrate work.

The development should not compete with the HGSD in terms of importance, but rather complement it. On the northern façade, the building should respect the historical fabric in the form of the old Hatfield Primary School. The development should also respond to the two roads passing through it in an aggressive, yet acceptable way. The architecture should act as a prototype of how such a project could be implemented.

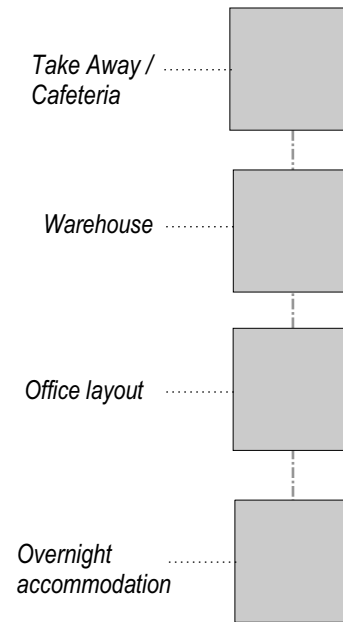
2.16 **ACCOMMODATION SCHEDULE**

The accommodation schedule comprise four functional layouts within the development:

- Office layout
- Warehouse layout
- Take Away / Cafeteria layout
- Overnight accommodation layout

The four functions are integrated into one project, but will be designed to be adaptable so that each layout can function separately to plan for possible future changes.

The sizes and functions portrayed in the accommodation schedule were derived from the requirements of the Job Centre, and is a result of the optimization of building area on a limited site.



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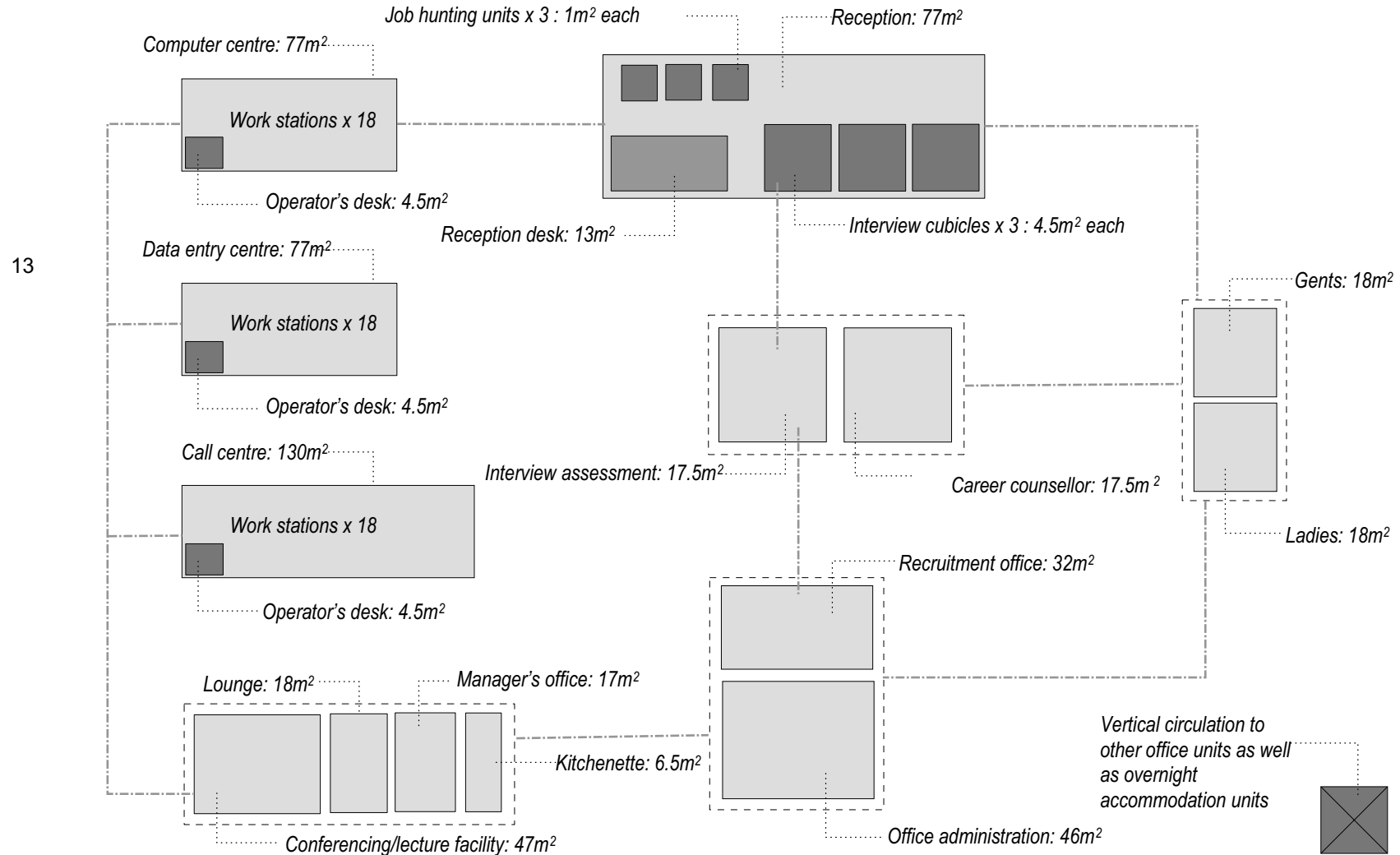
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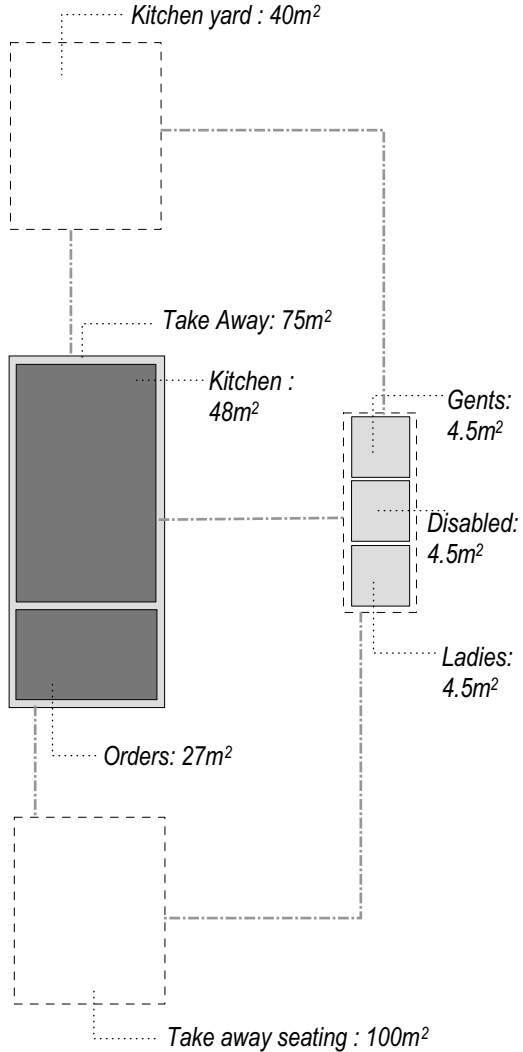


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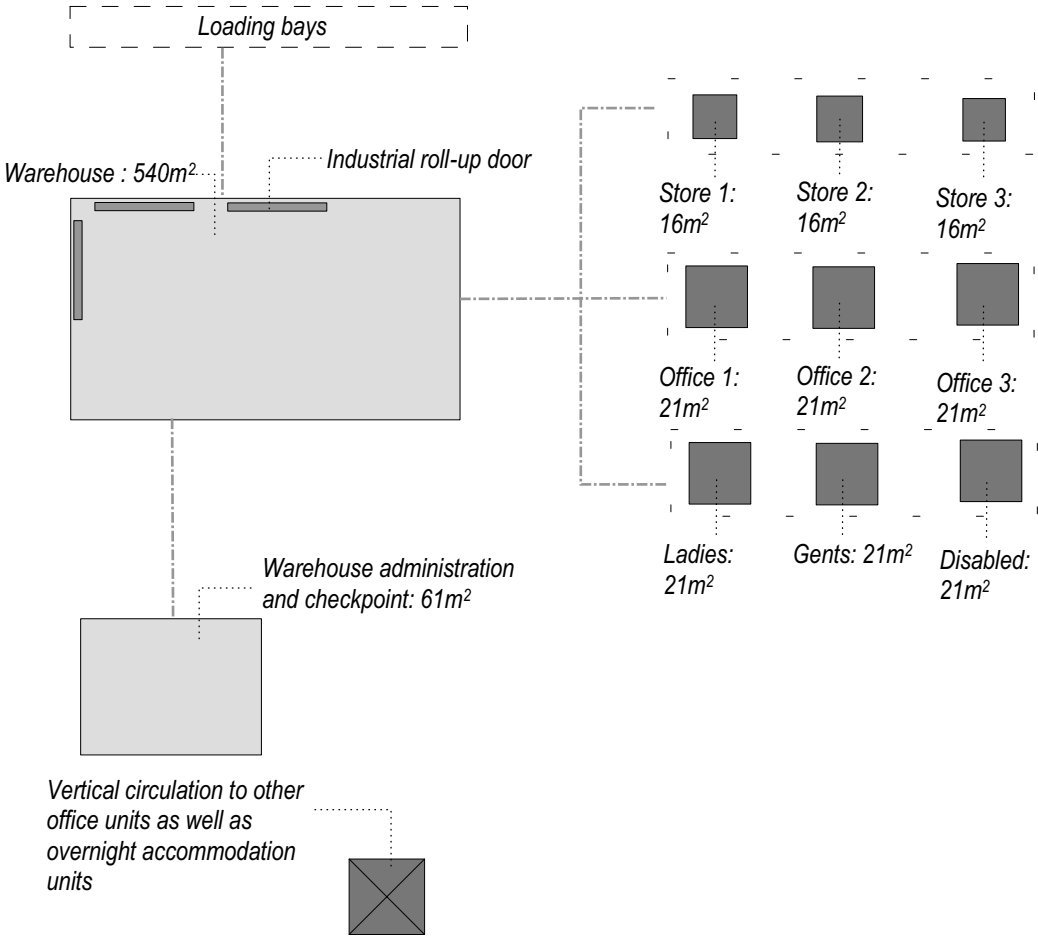


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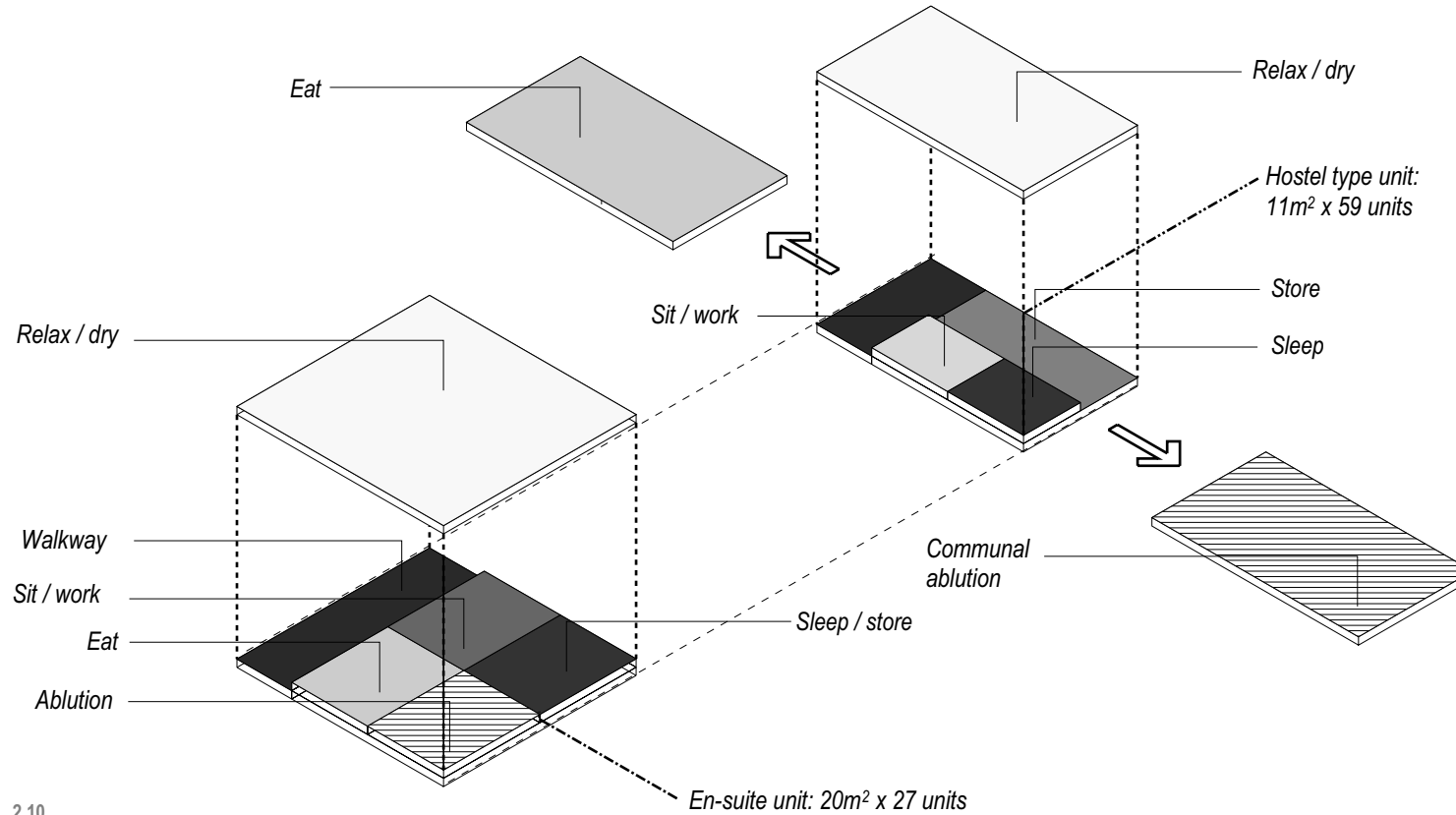


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2.10

The overnight accommodation units will cater for both en-suite units, and hostel type accommodation with communal ablution facilities. In order to fulfill other needs such as relaxation space and a place for drying clothes, each unit will also have an external space allocated for this purpose.

Other functions include laundry and storage rooms. The front desk reception will collaborate with the main reception at the *Job Centre*. Rates and services delivered for the units will range from self-cater (own bedding etc.) to hotel-type service, depending on the needs of the customers. Beds will vary between double, single and bunk beds.

- 2.8 Diagrammatic Take Away / Cafeteria layout.
- 2.9 Diagrammatic Warehouse layout.
- 2.10 Diagrammatic Overnight accommodation layout.
- 2.11 Table of Schedule of Accommodation.

FUNCTION	SPACE DESCRIPTION	AREA	ACCOMMODATION
WAREHOUSE	Warehouse	540	Loading bays, industrial roll-up doors, 7.5 m clear ceiling height for forklift maneuvering.
	Warehouse offices	63	Overlooking the warehouse for security and communication. Workstations and communication points.
	Warehouse ablutions	63	Ladies, Gents and Disabled. Including washing and showering facilities.
	Warehouse storage	48	Separate storage spaces for equipment to be used in the maintenance of the centre.
	Warehouse Administration and Checkpoint	61	Spatially linked with warehouse through industrial roll-up doors for easy circulation, while maintaining link with office part of Job Centre. Workstations and communication points, including printing facilities.
JOB CENTRE	Reception	77	Reception desk, interview cubicles x 3, job hunting units x 3.
	Interview Assessment	17.5	Work station. Spatially linked with interview cubicles for effective communication.
	Career Counsellor	17.5	Work station. Functionally linked with assessment office as a next logical step in recruitment process.
	Recruitment Office	32	Work stations x 3. Telecommunication points.
	Job Centre Administration	46	Centrally located for access. Printing facilities.
	Conferencing facility	47	Multimedia facilities. Accommodates 18 participants.
	Lounge	18	Spatially linked to conferencing facility. Comfortable seating for visitors.
	Manager's Office	17	Work station and telecommunication.
	Kitchenette	6.5	Washbasin, refrigerator and storage. Spatially linked to conferencing and lounge.
	Job Centre Ablutions	36	Ladies and Gents. Including washing and showering facilities.
	Computer Centre	77	Workstations x 18. Communication points and service duct. Operator's desk. Electronic card-operated sliding doors. HVAC system.
	Data Entry	77	Workstations x 18. Communication points and service duct. Operator's desk. Electronic card-operated sliding doors. HVAC system.
	Call Centre	130	Workstations x 30. Communication points and service duct. Operator's desk. Electronic card-operated sliding doors. HVAC system. Acoustically treated.
TAKE AWAYS	Take Aways	75	Kitchen, Order area. Sinks, stoves, ovens, preparation area desks. External service entrance.
	Kitchen Yard	40	Spatially linked with kitchen and service entrance.
	Take Away seating	100	External seating with visual link to surrounding developments.
	Take Away ablutions	13.5	Ladies, Gents and Disabled.
OVERNIGHT ACCOMMODATION	Overnight Services	50	Washing and drying facilities
	Overnight Service storage	25	Storage for equipment
	Overnight Ablutions	108	Ladies, Gents and Disabled. Including washing and showering facilities.
	En-suite Units	540	Units x 27. Includes bedding (single, double or bunk), kitchenette, lounge, and ablution facilities (WC, HWB and SHW) + storage.
	Hostel Units	695	Units x 59. Includes bedding (single or bunk), seating and desk + storage.
LANDSCAPING CIRCULATION		300	Courtyards, roof ponds, etc
		664	Twenty percent of building area.
TOTAL		3984	