



National University of Vanuatu

Job Description and Specification



Job Title	Facilities Manager
Reporting To	Director of Operations
Job Purpose	Effectively manage NUV properties, facilities, grounds and security
Position Summary	Manage all aspects of NUV properties, facilities, including buildings, grounds and security
Key Responsibilities – Detailed Listing	<ol style="list-style-type: none"><i>Become fully knowledgeable and familiar with:</i><ul style="list-style-type: none">- NUV's strategic directions, mission, structure, facilities and asset management regulations<i>Ensure the effective management and maintenance of NUV facilities, assets and grounds, including:</i><ul style="list-style-type: none">- Develop plans on the best and effective use of NUV lands, buildings and properties;- Be responsible for coordinating the engineering and architectural plans of NUV facilities, with facilitation of tender documents and processes;- Supervise construction/renovation activities on site with relevant stakeholders and ensure project closeout documentation is properly executed and obtained for the University- Overseeing the maintenance and repair of NUV buildings, so that all buildings are kept clean, are regularly inspected for safety, and are repaired and updated as needed, including management of vehicles- Overseeing the maintenance and beautification of NUV grounds, so that all grounds are kept clean and attractive- Overseeing the security of NUV facilities, through maintenance of fences, gates, lights, doors, locks and security staffing- Ensure Waste Management standards are maintained on the campus- Assist to maintain University Estate records, lease administration and management- Supervising NUV cleaners, gardeners, security officers, and facilities drivers, ensuring that all work is done effectively and on time, managing staff schedules, conducting regular performance reviews, and supporting staff engagement and morale- Develop facilities and security (OHS) procedures and share these with staff and students, as needed

- Ensure all facilities are in compliance with Vanuatu laws, regulations and standards
- Advocate for equity and disability access to NUV buildings and grounds
- Keeping all necessary records regarding building and grounds maintenance and security
- Developing and administering the facilities budget, and keeping records of all facilities related purchases and expenses, including petty cash
- Ensure proper management and inventory of facilities related equipment and supplies
- Develop, post and communicate emergency preparedness protocols pertaining to buildings and security and ensure their effective implementation during times of emergency
- Manage and review facilities related service contracts and insurance.
- Conduct and document regular facilities inspections.
- Develop contract proposals for any maintenance, repair or building work being outsourced, submit for approval, and check and report on completed work by vendors and contractors.
- Make recommendations to the Director of Operations regarding mechanical, electrical, and facility design modifications.
- In collaboration with the HR manager, develop and communicate workplace safety precautions to employees.
- Effectively liaise with Deans to ensure facility-related teaching needs are met.
- In consultation with the Director of Operations and other managers and deans, develop plans for facility expansion as needed

3. *Other:*

- o Serve in the NUV Management Committee and participate in regular NUV meetings
- o Advise managers, executives, and deans on key facilities issues
- o Ensure effective management of facilities related conflict management and grievances

Critical Competencies

1. *Work in a professional manner*, with occupational knowledge, accountability and adaptability
2. *Strive for excellence*, with communication, inclusiveness and teamwork
4. *Contribute to the NUV*, with innovation, leadership and quality focus

Qualifications

University Degree or Diploma/higher-level certificate from a recognized institution with extensive experience in an area related to architecture,

	engineering, facilities management, construction and building maintenance and administration
Special Skills	<ul style="list-style-type: none"> ➤ In-depth knowledge of building maintenance and building codes ➤ Strong project management skills ➤ Computer literate in Word, Excel and any specialty software as needed ➤ Ability to architect facilities strategy along with leadership skills ➤ People oriented, inclusion oriented and results driven ➤ Excellent written and verbal communication skills ➤ Excellent active listening, negotiation and presentation skills
Required Experience	5 to 10 years' experience in facilities management, building construction and maintenance or other closely related area
Language	Fluent in English, French and Bislama
Terms and Conditions of Employment	<p>Three-year local contract</p> <p>Annual salary: 3.9 M VT + 25 % Benefits</p>
Selection Methods	<p>Please send your application with 2 references from past/recent employment and evidence of your highest qualifications to the following address: apply@univ.edu.vu</p> <p>Deadline for submission: 26th March 2021 4 PM</p>