

Job Description

Job Title	Director of Properties and Facilities
Institute/Department	Properties and Facilities
Category	Corporate and Support Services
Reports to	Pro Vice Chancellor [Corporate]
Location/Campus	Kukum Campus
Responsible for	Sectional Heads – Properties, Facilities, Grounds, Transport Pool

Summary of Duties

This is a newly created position for the University. Reporting to the Pro Vice-Chancellor for Corporate Affairs, the Director of Properties and Facilities is expected to provide leadership on ensuring that all responsibility entrusted to the section are carried out, and that the P&F section becomes an highly skilled and efficient unit with the University. The University now has over SBD270m worth of built asset base on three campuses within a 4km radius. The Director is required to ensure that the existing assets are well maintained, that the University continues to build on the asset base, and that the integrity of the University's property and facilities portfolio is always maintained. Areas of responsibility include: facilitating procurement and contract management, building and grounds R&M, cleaning, health and safety; utilities management, space management, transport management, new construction works, and major projects management. Working with Senior Management Team, the Director of Properties and Facilities will have a strategic input into the Department's planning and budgeting processes, with the responsibility of delivery of a high quality service in property and facilities department of the university.

Key Accountabilities

- Provide quality support systems and services to the University through overall management, control and administration of the facilities.
- Oversee facilities planning and maintenance.
- Plan institutional development in line with strategic business objectives; managing and leading change to ensure minimum disruption to core activities;
- Supervise and coordinate staff activities in various Units within Properties and Services.
- Work collaboratively with departments to ensure integrated service provision.
- Ensure compliance with legislation especially health and safety requirements
- Ensure provision of high quality service and advice that is proactive and solution focused and responsive to customer needs.
- It is also expected that the Director of Properties and Facilities will carry out any other duties that are within the scope, spirit and purpose of the role as required.

Essential Qualification and Experience Requirements:

- A relevant academic qualification in a property/built environment area (civil engineering, electrical engineer, architecture, building engineering, quantity surveying, carpentry and joinery etc.);

- Demonstrated hands-on skills in one or more of areas which come under the properties & facilities portfolio is essential.
- At least five (5) years of Senior Management level experience in a similar environment or in managing a properties and facilities portfolio of over \$SBD200m.
- Excellent technical competencies and communication and report writing skills.

Desirable Attributes

- A recognized project management qualification would be an advantage.
- Knowledge of facilities management and building industry such as engineering, architecture, surveying, etc.
- Knowledge of relevant national and local legislation pertaining to properties.
- Ability to investigate and prepare for negotiations between various parties and relevant stakeholders.
- The compilation and management of project and operational budgets

Terms and Conditions

The position of Director is for three (3) years under an employment contract. The contract is renewable subject to good performance. The salary package comprises cash payments and allowances of upto SBD270,000, and a Housing support of upto SBD120,000 per annum. A superannuation of 7.5% of basic salary is also paid into the national superannuation fund.