

# JOB VACANCY

## FACILITIES OFFICER x 2



### JOB PURPOSE

Responsible for contributing to the efficient provision of facilities management services to facilitate the objectives of NARDI; inspect building structures to determine the need for repairs and renovations, ensures timely restoration of facilities and equipment; cleanliness of buildings and grounds; promote conducive and secure work environment and ensures timely payment of organizational utilities and service providers.

### THE JOB

The incumbent will be responsible for, amongst others, the following Core Accountabilities and Responsibilities:

1. Advises on matters affecting the provision of facilities management services to the Institute.
2. Promotes conducive working environment.
3. Supervises and monitor service providers during the maintenance of facilities in the institution.
4. Implements procedures and policies to ensure cost effective and efficient delivery of facilities maintenance related services.
5. Participates in the supervision and management of outsourced services.
6. Ensures procurement of relevant goods and services.
7. Maintains effective records management.
8. Ensures that facilities are in good condition.
9. Participates in the development of the Institutional maintenance plan.
10. Performs such other related activities directed by supervisor.

### POSITION REQUIREMENTS

#### Qualifications:

Degree in Facilities Management or a closely related discipline.

#### Experience:

One (1) year post qualification experience.

#### Competencies:

- Good interpersonal Skills.
- Team work.
- Customer Service.
- Time Management.
- Resource Management.
- Analytical Skills.
- Attention to detail.
- Decisive and results orientated.

#### Key Performance Areas

1. Implementation of policies and procedures to ensure efficient and cost-effective provision of services to customers.
2. Adherence to statutory regulations and requirements governing the NARDI operations.
3. Property Management.
4. Effective management of service contracts.
5. Cleanliness of facilities and grounds.
6. Security and integrity of physical assets.
7. Compliance with regulations, procedures and standards and ethics.
8. Effective Communication.
9. Customer Service.

If you believe you are suitable for the role, please send your application letter, CV, Certified copies of Omang, certified copies of certificates and contact details of referees to the following address. Successful candidates will be placed across different NARDI workstations country wide.

Email address: [recruitment@testrite.co.bw](mailto:recruitment@testrite.co.bw)  
SUBJECT: INDICATE THE JOB TITLE OF THE POSITION YOU ARE APPLYING FOR.  
Applications Closing Date: 15 TH MAY 2024

ONLY SHORTLISTED CANDIDATES WILL BE RESPONDED TO

