

*“A Boldly Diverse Learning Community that
Inspires Curiosity,
Embraces Challenge,
Nurtures Personal Growth”*

Harare International School Seeks to employ

FACILITIES AND SECURITY MANAGER

HIS seeks to employ a qualified and experienced **Facilities and Security Manager**. The successful candidate will be responsible for managing facilities and housing infrastructure maintenance and repairs and coordinating facilities safety and security. Experience in construction, maintenance, repairs and building services and long-term maintenance planning.

The successful candidate must have the ability and mindset to collaborate and demonstrate supervisory abilities within the Facilities and Housing Department and demonstrate excellent communication skills with the wider community.

Candidates are invited to visit the school's website to learn more about Harare International School. Applications that include a CV, covering letter and the details of three traceable referees, should be sent to recruitment@his.ac.zw. Deadline for applications is 15 November 2019.

Minimum Qualifications and experience:

- Minimum of six years progressively responsible professional experience in the related profession
- Education Level: Degree in Construction, Management or similar and relevant Class 1 Trade Certificate
- Computer literacy
- Strong organizational abilities - determination of priorities, manage multiple activities
- Ability to make decisions and execute assignments efficiently and within deadlines
- Demonstrated leadership ability
- Excellent verbal and written communication skills
- Ability to perform in stressful situations
- Ability to negotiate effectively and to develop contacts
- Attention to detail
- Ability to work collaboratively with colleagues
- Proactive approach to facilities maintenance.
- Excellent knowledge of health and safety procedures and systems

KEY PERFORMANCE AREAS

- FINANCIAL MANAGEMENT AND CONTROL OF THE FACILITIES AND HOUSING DEPARTMENT.
- FACILITIES AND HOUSING REPAIRS AND MAINTENANCE.
- SECURITY AND SAFETY OF HIS CAMPUS.

1. Performance Criteria

Main Purpose
To manage the infrastructure maintenance, repairs, safety and security to enable Harare International School to achieve the agreed Strategic goals and objectives

1 - Key Performance AREA (Objective): Weight: 10 %	
FINANCIAL MANAGEMENT AND CONTROL OF THE MAINTENANCE FUNCTION	
Key Performance INDICATORS	
1	Develop, maintain and review Housing and Campus Maintenance Plan to include; <ul style="list-style-type: none"> • Scheduling of work • Negotiation of contractor and material prices with assistance from the Management Accountant • Overseeing Contractors and Tradesman • Cost control • Completion and compliance checks
2	Contributes to the HIS short and long term strategic plan annually through the development and presentation of the proposed budget detailed below:
3	Analyses and projects the overall requirements and costs for the Maintenance Department (such as infrastructure and equipment repairs and maintenance, new building, outsourced work, monthly service contracts and specific overtime);
4	Develops and presents the Maintenance Departmental budget in line with the HIS budget format to the Management Accountant and Executive Director for approval;
5	Controls and monitors the Maintenance Department expenditure monthly, prepares a variance report and receives a monthly variance report from the Management Accountant, alerts the Executive Director and takes appropriate action;
6	Checks and signs off all line items for the Maintenance Budget, including invoices received from the Housing Officer for approval;
7	Maintains records for each month regarding purchases paid for by the swipe card or petty cash float, and provides full reconciliations of all purchases during the month;
8	Checks the accuracy of each Service Contract and signs off the Contracts (for the Gardens, Safety) for the approval of the Executive Director;
9	Checks that each service contract is implemented and adhered to throughout HIS;
10	Orders and monitors use of on site fuel supplies;

2 - Key Performance AREA (Objective): Weight: 40 %	
SUPERVISION OF THE INFRASTRUCTURE	
Key Performance INDICATORS	
1	Supervises the HIS infrastructure activities by:
	<ul style="list-style-type: none"> ▪ Preparing annual, bi-annual, quarterly, monthly and weekly check lists to cover all maintenance requirements; ▪ Receiving and prioritising the work orders using the operations help desk; ▪ Arranging for the required purchases as discussed in Section 3 above; ▪ Assigning the work to the relevant staff and carrying out physical quality checking; ▪ Signing off the work order and completion, informing the client about completion and ensuring that the client is satisfied;

3- Key Performance AREA (Objective): Weight: 5 %	
PURCHASING FOR THE MAINTENANCE FUNCTION	
Key Performance INDICATORS	
1	Purchasing of materials and equipment for HIS infrastructure
1.1	Receives and prioritises the work orders, determines required material, equipment and/or skills;
1.2	Justifies reasons for purchase, and completes a purchase order with a reference number from the maintenance help desk for approval by the Management Accountant;
1.3	Receives a pro forma invoice from the Vendor;
1.4	Prepares a payment request and submits to the Management Accountant for payment;
1.5	Informs the vendor regarding payment and collects the requested materials, and/or invites them to carry out the service (such as generator maintenance) required;
1.6	Certifies that materials were received or services rendered;
1.7	Authorises payment within limit as appropriate;

4 - Key Performance AREA (Objective): Weight: 20%	
HOUSING REPAIRS AND MAINTENANCE	
Key Performance INDICATORS	
1	Planned maintenance
1.1	Checks and prioritises the daily orders received by the Housing Officer and ensures that these are completed;
1.2	Checks the purchase orders for the materials and the status of the work and takes appropriate action;
1.3	Establish and implement housing checklists for inventory, start of year, end of year, completion of work and similar;
1.4	Oversee Housing Officer duties;
1.5	Follow up on emergency response repairs done after hours;
2	Preventative Maintenance
2.1	Reviews and approved the Housing Officer's annual preventative maintenance check list and ensures that the work is being carried out at standard as per the list;
3	After hours support
3.1	Monitors and approves the Housing Officer emergency response outside of normal working hours;

5 - Key Performance AREA (Objective): Weight: 20 %	
SECURITY, SAFETY, HEALTH AND ENVIRONMENT OF HIS CAMPUS	
Key Performance INDICATORS	
1	Security of the campus
1.1	Acts as a conduit between Security Company and HIS;
1.2	Checks and supervises the security service from Security Company as per the agreed Contract;
1.3	Carries out spot checks during the night;
1.4	Checks monthly invoices to ensure accuracy and any adjustment to be made;
1.5	Raises and submits a payment requisition on a monthly basis as per Security Company invoices;
1.6	Chairs monthly meetings with Security Company, agrees specific activities, checks that these have been carried out and informs the Executive Director.
2	Essential Services and Safety, Health and Environment
2.1	Prepares tender pack for outsourced essential services;
2.2	Researches and identifies a minimum of 3 quotes from recognised service providers, and carries out due diligence;
2.3	Monitors and quality checks the provision of all outsourced services (such as ground maintenance, air conditioning, water analysis, hygiene services, fire fighting equipment and servicing) which are carried out on a rotational basis based on the Maintenance Plan;
2.4	Facilitates the training of departmental support staff in the use of equipment and chemicals
6 - Key Performance AREA (Objective): Weight: 5 %	
MANAGEMENT OF MAINTENANCE DEPARTMENT	
Key Performance INDICATORS	
1	Develops the necessary plan/s to ensure that the Department meets its agreed goals and objectives, meets departmental staff on a weekly basis, identifies and agrees key result areas, objectives/tasks and action plans;
2	Carries out evaluation of staff, identifies performance strengths and areas for improvement, and arranges for necessary action (for example further on the job training);
3	Monitors the Risk and Compliance requirements across HIS and takes appropriate action;
4	Documents all Maintenance procedures and processes undertaken during the year to be uploaded on the Google Drive and shared with the HR Manager;

Key Decisions:

Decides whether the required repairs and maintenance have been completed in line with HIS Facility and Maintenance Plan

Decides whether the HIS Campus has been secured and provides safety to all personnel in line with the HIS Security Contract

Decides advice to be given in the event of a maintenance and/or safety, health or environment problem (such as water leakage)

Accountable for:

Accountable for the overall maintenance, repairs and upkeep of facilities and infrastructure for HIS

Accountable for the security of the HIS Campus

Accountable for the provision of required services and utilities for HIS Campus and housing

2. Job Requirements

2.1 Qualifications

Formal Qualifications Required	Essential / Desirable
Relevant Class 1 Trade Certificate	Essential
Degree in Construction, Management and similar	Desirable

2.2 Experience

Job Related Experience Required	Time Span	Essential / Desirable
Construction, maintenance, repairs and building services	6 to 8 years	Essential

2.3 Knowledge Areas

Job Related Knowledge Required	Essential / Desirable
Construction, maintenance, repairs	Essential
HIS Infrastructure, services and facilities	Essential
Safety, health and environment	Essential
Staff supervision and general business management	Essential
Computer literacy	Essential
Basic financial understanding and purchasing	Essential

2.4 Skills

Job Related Skills Required	Essential / Desirable
Ability to manage teams within the Trades	Essential
Excellent communication and interaction skills	Essential
Ability to prepare clear written documentation and present situations logically	Essential
Ability to negotiate the best options within agreed parameters	Essential
Flexibility and a quick response to infrastructure problems	Essential

2.5 Span of control

Supervision / Coordination of People and Work	
Number of jobs	6
Number of people	11