

TERMS OF REFERENCE

Position:	Facility Manager/Store keeper - Abyei Vocational Training Center
Duty station:	Abyei
Application start:	22nd May 2024
Application end:	11th June 2024
Contract start:	June 2024
Length of the contract:	3 months with possibility of extension

OVERVIEW OF CTG GLOBAL

CTG support and manage humanitarian projects in fragile and conflict-affected countries around the world. With past performance in 15 countries – from the Middle East, Africa, Europe, Asia and Central and South America – we offer a holistic fabric of project management, implementation, and support. Skilled in emergency response to crises such as the Ebola outbreak in West Africa, we can act quickly (crisis response teams can be on the ground in 24 hours) and to establish structured operations in high-risk environments. CTG recruit and manage qualified, skilled teams with extensive experience operating in challenging conditions.

Core functions / Responsibilities.

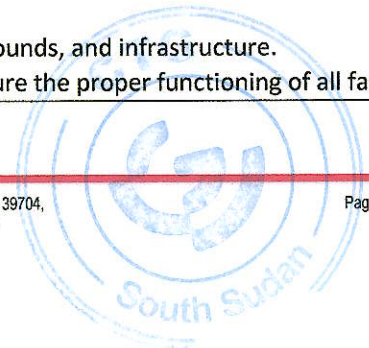
The primary objectives of the Facilities Manager include:

- Ensuring the proper maintenance and upkeep of all museum facilities, including buildings, grounds, HVAC systems, electrical systems, plumbing, accommodation, waste management and security systems.
- Implementing strategies to optimize energy efficiency and sustainability within the institution premises.
- Managing renovations, repairs, and construction projects in accordance with budgetary constraints and timelines.
- Provide weekly stock counts records to the Principal and design methodology for release of items.
- Coordinating with the Job Service Officer in involving the students of masonry and plumbing in minor renovations and repairs.
- Keep records of the store and stock by controlling request forms for the items in stock.
- Overseeing compliance with health and safety regulations, building codes, and other relevant standards.
- Collaborating with other staff to support exhibitions, events, and educational programs through effective facilities management.
- Developing and implementing emergency preparedness and disaster recovery plans to safeguard institution assets and ensure the safety of staff, students and visitors.
- Supervising a team of facilities staff, security, contractors, and vendors to ensure that work is completed to high standards and within established timelines.
- Contributing to strategic planning processes by providing expertise on facilities-related matters and advising on long-term infrastructure needs.

MAJOR ROLES AND RESPONSIBILITIES:

1. Facility Maintenance & Management:

- Oversee the day-to-day maintenance of all institution buildings, grounds, and infrastructure.
- Develop and implement preventive maintenance schedules to ensure the proper functioning of all facilities



- Coordinate repairs and renovations as needed, prioritizing tasks based on urgency and impact on Centre operations.
 - Conduct regular inspections to identify maintenance needs, safety hazards, and opportunities for improvement.
 - Manage relationships with external contractors and service providers for specialized maintenance work.
 - Manage the allocation and use of space within the facility for events, courses and others.
- 2. Safety and Security:**
- Ensure compliance with health and safety regulations, building codes, and other relevant standards for the well-being of the institution.
 - Implement measures to minimize risks to students, staff, visitors, and institution assets.
 - Conduct safety training for Abyei VTC students, staff and security.
 - Implement and maintain security protocols to protect the building, exhibits, students, staff and visitors
 - Ensure compliance with safety regulations and conduct regular inspection
 - Develop and maintain emergency preparedness and disaster recovery plans from incidents such as fire, natural disaster or security breaches.
 - Coordinate with local authorities on emergency services and conduct regular drills/training to ensure staff readiness
- 3. Vendor and Contract Management**
- In approval with the Abyei VTC administration, hire and supervise contractors/vendors for maintenance and repair work preserving all the Labor laws and constitutions.
 - Negotiate contracts and ensure that contractors/vendors meet the Centre standards and requirements. In the case of minor repairs, shall coordinate with construction department or plumbing department to involve the students
 - Maintain a list of resources/experts/professionals for carrying our repair and maintenance
- 4. Asset Management:**
- Maintain accurate records of Centre facilities, equipment, and inventory.
 - Develop and implement strategies for the long-term preservation of the institution assets.
 - Oversee the acquisition, disposal, and relocation of assets as needed in coordination with the other departments of the Institution.
- 3. Energy Efficiency and Sustainability:**
- Identify opportunities to improve energy efficiency and reduce environmental impact within the Institution premises.
 - Implement sustainable practices for waste management, water conservation, and energy usage.
 - Ensure proper usage of power in the catering, Tailoring, workshops and computer Laboratory.
 - Monitor utility consumption and implement strategies to reduce costs.
- 6. Team Leadership and Management of ground staff:**
- Supervise a team of facilities staff, including maintenance technicians, custodians, departmental stores and security personnel.
 - Provide leadership, guidance, and support to facilities team members.



- Foster a positive work environment that encourages teamwork, accountability, and professional development.

7. Budget Management:

- Develop and manage the facilities department budget, including forecasting expenses and allocating resources.
- Monitor spending, identify cost-saving opportunities, and adjust budget priorities as needed.
- Prepare regular reports on budget performance for Centre leadership.

8. Coordination and Communication:

- Communicate directly to the Principal of the institution before implementation and execution of any maintenance.
- Collaborate with all other Centre departments, including Construction, Plumbing, Catering, Tailoring, security, and administration, to support their facility-related needs.
- Communicate effectively with museum staff, volunteers, visitors, and external stakeholders.
- Serve as a liaison between the facilities department and museum leadership, providing updates on key initiatives, challenges, and achievements.

Desirable Qualifications and work experience.

The ideal candidate for the position of Facilities Manager should possess the following qualifications and experience:

- A bachelor's degree in facilities management, engineering, architecture, or a related field.
- A minimum of 4 years of experience in facilities management, preferably in a cultural institution or similar environment.
- Strong technical knowledge of building systems, including HVAC, electrical, plumbing, and security systems.
- Proven experience in project management, including budgeting, scheduling, and contractor management.
- Familiarity with relevant regulations and standards pertaining to health and safety, building codes, and environmental sustainability.
- Excellent communication and interpersonal skills, with the ability to collaborate effectively with colleagues at all levels of the organization.
- Strong leadership and supervisory skills, with the ability to motivate and develop a diverse team of facilities professionals.
- Familiarity with the complexities of accountability, organizational growth and change, and the ethical dimensions of UN/IOM work.
- Personal commitment, efficiency, flexibility, and drive for results.
- Capacity to work effectively and harmoniously with colleagues from various cultures and professional background.
- Ability to work under extreme pressure in difficult conditions while maintaining security awareness.
- Previous experience working in hardship duty stations with diversities of geographical challenges and changes.
- Ability to work under pressure.
- Attention to detail and quality and capacity to meet deadlines





- Demonstrated problem-solving abilities and the capacity to make sound decisions under pressure.

Desirable Competencies

Behavioural

- Takes responsibility and manages constructive criticism.
- Display awareness of different relevant technological solutions.
- Supports adequate level of information sharing between internal units within the Centre.
- Works effectively with all clients and stakeholders.
- Takes initiative and drives high levels of performance management.
- Plans work and sets goals within area of responsibility and department.
- Displays mastery of subject matter.
- Contributes to a collegial team environment.
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation.
- Undertake equal treatment for special need person and persons with disabilities.
- Works with internal and external stakeholders to meet resource needs of the training Centre/ IOM.
- Ability to work independently with minimum supervision.
- High sense of confidentiality.
- Personal commitment, efficiency, flexibility, and drive for results.
- Capacity to work effectively and harmoniously with colleagues from various cultures and professional background.
- Ability to work under extreme pressure in difficult conditions while maintaining security awareness

Technical Competencies

- Strong project management skills for facility projects.
- Technical expertise in building systems and maintenance.
- Commitment to safety compliance and risk management.
- Effective leadership in managing facility teams.
- Financial acumen for budgeting and cost control.
- Adaptability to changing environments and upholding ethical standards and integrity
- Excellent communication and client relationship management.
- Proactive problem-solving ability and continuous improvement mindset.

Language Requirement

- Fluency in English with excellent verbal and written communication, drafting and presentation skills. Knowledge of Arabic and Local language is essential.
- Ability to present coherent and convincing information succinctly, both in writing and orally.

Qualified female candidates are encouraged to apply for this role.

In order to apply for this role please deliver your CV, and Cover letter, most preferably by email to the address: southsudan@ctg.org or physically at the "Vocational Training Centre (VTC) Abyei". Please make sure **the subject of your email or envelope states "Facilities Manager Abyei VTC"**, or your application might be overlooked.

IMPORTANT REQUEST

- Kindly avoid naming your CV as CV, Updated CV, or by Job title or organization name
- For hard copy deliveries kindly include the position applied for on the envelope.



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