



Job Description

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Job Title Head of Property Facility Management	Job Location Zanzibar City	Category -
Job Type Full Time	Job level Manager	Industry Real Estate

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Real Estate: 3 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

The Facility Manager is responsible for the functionality of the Company's facilities that people occupy and use are strong, safe, sustainable and accessible, while also ensuring that the systems of the built environment work harmoniously, through maintenance of communal buildings, town infrastructure and properties according to individual contracts/ orders.

Responsibilities

1. General Accountabilities

1. Ensure that all technical systems and devices as well as the infrastructure of our customers are in perfect condition or are brought into perfect condition effectively and efficiently.
2. Acceptance and implementation of professional and complete orders.
3. Execution of budget-based tasks.
4. Execute proper and transparent documentation of tasks.
5. Equipped with staff, skills and equipment for cleaning, gardening and repairs while ensuring their functionality.
6. Correct and proper accounting of all work, materials and equipment inventory.

2. Key Responsibilities

1. Correct division of work and teams in terms of required duration and effort.
2. Effective fulfillment of services from management contracts on site at the objects and units.
3. Effective functioning coordination and support of the Property Manager in task list creation as advised by the Managing Director.
4. Effective and functioning delegation of work to internal and external service providers.
5. Complete, precise and correct billing and payment of services and material
6. Complements the Managing Director in managing the company's operations with a focus on the technical aspects.
7. Daily/ weekly operational reports of tasks done.

Education & Qualifications

- Bachelor's Degree and minimum of three 3 years of professional experience in property/ facility management, property and/or landscape related businesses, or related field.
- Preferred experience includes property management, facility management, procurement, landscaping, civil construction.

Requirements

- Comprehensive technical knowledge and experience in the field of construction, building services, utility infrastructure, landscaping, cleaning
- Familiar with computer software such as spreadsheet, task list and time management programs to organize work-flows and teams.
- Language Skills: Ability to read, analyze, and interpret work-flow journals and reports in english and kiswahili.
- Ability to respond to common inquiries or complaints from business partners, regulatory agencies, or members of the business community.
- Ability to effectively present information to supervisor, directors, public groups, and/or management.
- Ability to negotiate with suppliers, service partners and contractors. Ability to communicate well in english and fluently in kiswahili in speaking and writing.
- Controlling Skills: Able to carry out inventories and estimate the consumption of material / the wear and tear of devices in order to procure replacements in good time.
- Computer Skills: To perform this job successfully, you should have knowledge of Microsoft Excel and Microsoft Word software. Knowledge of G Suite preferred.

Characteristics

1. Act goal-oriented and solution-oriented
2. Empathy and didactic skills for adult-leading and training
3. Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
4. Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
5. Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
6. Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence;
7. Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with change, delays, or unexpected events; Effectively communicates changes to relevant stakeholders.
8. Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Asks for and offers help when needed.

Reporting To

Managing Director

Driving Licence

Not Required

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