



Job Advertisement – Facilities & Logistics Manager

The African Institute for Mathematical Sciences (AIMS) is an innovative network of centres for post-graduate education, research and outreach that has achieved global recognition since opening its first centre in South Africa in 2003. Each AIMS centre offers a number of educational programs highlighted by a 10-month Masters degree in Mathematical Sciences, which provides an intensive and broad education to around 50 top African students at each campus every year, and prepares them for leadership careers in academia, governance and industry.

Based on the success of the first AIMS centre, the AIMS Next Einstein Initiative (AIMS-NEI, www.nexteinstein.org) was launched with the mission of enabling Africa's brightest students to flourish as independent thinkers, problem solvers and innovators capable of propelling Africa's future scientific, educational and economic self-sufficiency. As part of this network, AIMS-Ghana has been created and is establishing itself at Saltpond in preparation for accepting its first batch of students in the 2012-13 academic year.

AIMS-Ghana is seeking a **Facilities and Logistics Manager** for the Institute.

Duties:

The Facilities and Logistics Manager reports directly to the Director of AIMS-Ghana.

The duties/tasks of the Facilities and Logistics Manager are as follows:

Institute Culture Development

- This is a position with direct and constant input into the life and culture of the institute and its members. This includes being resident as part of the community and setting the tone for the culture of the Institute.

Facilities, Logistics and Residential Management

- Arrange and provide suitable accommodation for lecturers, students, tutors and researchers visiting AIMS-Ghana, when necessary
- Arrange transportation for visitors to AIMS-Ghana when necessary
- Monitor residents at all AIMS-Ghana properties and document any complaints, arguments, assaults, abuse of any kind or breaking of the house rules, sexual misconduct, theft or destruction of property
- Handle resident complaints and requests
- Maintain the welfare and security of all residents and visitors at AIMS
- Arrange deliveries and collections, including postage and collection of mail
- Reconcile and submit supporting documentation for the refund of expenses
- Provide and maintain all institute furniture

Facilities Vendor Management

- Manage and optimise all contractor services, including those for catering, cleaning and renovations
- Prepare documents for putting out tenders for contractors
- Check compliance with vendor documentation as required by the Procurement Policy
- Continually assess all facilities vendor services and ensure that the balance of quality and cost is maintained
- Fully document and manage warranties received from suppliers

- Oversee vendor analyses and selections. Develop scope of work and competitively bid all projects

Capacity Management

- Keep track of organisational changes and needs and anticipate facilities repercussions, taking proactive steps to support the organisation
- Manage projects, supervise and coordinate work of contractors
- Check that agreed work by staff or contractors has been completed satisfactorily and follow up on any deficiencies

Property Management

- Implement and manage maintenance program
- Supervise and manage installations and repairs
- Report and correct any safety violations, including exterior lighting, damage or breakage
- Develop and implement a facilities strategy and tactical plan to ensure that AIMS-Ghana provides a safe, healthy and productive work environment to all
- Ensure that the facility is always in good operating condition and is reflective of the work environment, culture and values of the organisation
- Ensure cleanliness of all facilities and facilities equipment (e.g. generators, air-conditioning systems, lights, coffee machines etc.) and that these are fully functional at all times
- Manage catering requirements for students, tutors, lecturers, researchers, guests and meetings
- Manage facility access and implement control processes to enable accurate reporting and change control
- Manage and implement store room access and reporting??
- Implement and manage "keys" policy and access tags
- Respond to after-hour call out if required, for example due to student illness, breach of security, fire or other incident
- Implement and maintain fire safety procedures, including fire drills
- Ensure that facilities comply with regulations and that all staff and students have the proper safety training and take appropriate precautions and comply with regulations
- Plan for future developments in line with strategic business objectives
- Play a leading role in optimising the allocation and utilisation of space and resources for new buildings and in re-organisation of current premises
- Respond appropriately to emergencies or urgent issues as they arise
- Develop and implement environmentally friendly practices wherever possible within premises

Requirements

- HND/Bachelor's degree, preferably in facilities management, building management, construction, surveying, business studies, engineering, property management or similar
- Minimum 3 years experience in facility maintenance, preferably in an institutional setting
- Excellent communication skills; excellent attention to detail; ability to prioritize tasks and meet deadlines
- Exceptional interpersonal skills and excellent problem solving skills
- Proven ability to progressively probe, analyse and identify root causes of problem; provide practical solutions, and negotiate resolutions
- Basic working knowledge of Microsoft Office Suite, including Excel, Outlook and Word
- Preferred small project management skills and ability to perform analyses, create timelines and task lists
- Knowledge of energy or building management systems and/or work order systems

- Knowledge of building, safety and fire codes, as well as the ability to interpret blue prints and schematics

Duty Station:

- Saltpond, Central Region, Ghana

Remuneration

- AIMS-Ghana is a member of an international network of scientific centres of excellence. The atmosphere and colleagues will be international, highly motivating and offer outstanding growth opportunities.
- Salary and benefits will be competitive and will be commensurate with experience and qualifications.

AIMS-Ghana is an equal opportunity employer. Applications from women are especially encouraged.

Applications

To apply, send a cover letter and CV with the names and contact details of three referees to

ghanatalent@nexteinstein.org or by post to

AIMS-Ghana **Facilities Manager** Search

AIMS-Ghana

P.O. Box LG 197

Legon-Accra

Ghana

+233 302 544 102

The closing date for applications is Wednesday 30 November 2011. Only shortlisted applicants will be contacted. For further information please visit <http://www.nexteinstein.org/ghana>