

# VACANCY NOTICE

REF: JS05022024

<b>POSITION</b>	<b>MANAGER, FACILITIES MANAGEMENT</b>
<b>LOCATION</b>	<b>PETALING JAYA, SELANGOR</b>
<b>INDUSTRY</b>	<b>EDUCATION</b>
<b>TYPE</b>	<b>CONTRACT</b> <i>Note: ALL employees are under contractual employment which is renewable.</i>

## JOB SUMMARY

The Manager - Facilities Management is responsible to provide leadership in the management and operation of facilities in all campuses of the institution, including routine maintenance, facilities budgets, risks and vendors/contractors, responding to emergencies, managing security and conducting site inspections.

He/she is also responsible to contribute effectively to the Institution strategic corporate planning process, in particular to the physical environment and the physical resources strategy for the campus in the context of supporting teaching and learning.

### Key Duties And Responsibilities

- Responsible for all aspects of planning and organizing of resources in support of key strategic capital projects/new campuses.
- Manage and oversee all contract services provided by contractors, vendors and/or service providers and ensure maintenance work is coordinated and carried out in a timely and effective manner to contribute towards positive learning and work environment.
- Negotiate contracts, procure, control and supervise all sub-contracted building works on campus premises, including leased buildings, drawing up programmes of refurbishments and renovations to existing buildings according to required specifications.
- Negotiate service contracts to provide, procure and develop effective and efficient facilities management services for the campuses and ensure that facilities and space are sufficient, available and equipped to meet the needs and requirements of the Institution and its students.
- Implement and maintain the effective operation of emergency procedures to ensure the campuses are provided with an efficient and effective maintenance response at all times.
- Develop and coordinate routine, non-routine and mandatory maintenance programmes for both preventive and corrective maintenance work within available budget.
- Ensure all facilities support activities for repairs and maintenance work in the campuses are carried out in compliance with all local authorities' laws and regulations.
- Provide advice and guidance to the Institution on all aspects on health, safety and environmental matters.
- Ensure the security and safety of the Institution premises and assets, including the safety of persons occupying and using the Institution facilities, meet OSHA requirements.
- Provide leadership to facilities management team, including meetings with stakeholders and staff, as required.

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- Report to the senior management team on facilities development and priorities for the campuses.
- Undertake all major projects including projects feasibility, project management and reporting.
- Prepare annual budget for repairs and maintenance; monitor expenses and payments.
- Undertake any other responsibilities and/or projects that may be assigned from time to time.

## JOB REQUIREMENTS

- Bachelor's Degree in Facilities Management/Building Services or equivalent field
- At least 5 years in managerial/supervisory role in facilities/property management
- Comprehensive understanding of facilities maintenance and operations management
- Good knowledge of regulations and laws in relation to building compliance and OSHA
- Excellent written and verbal communication skills
- Strong interpersonal skills with ability to work and collaborate effectively with a wide range of people including local authorities, vendors, contractors and suppliers
- Good negotiation skills
- Good time management and organisational skills with ability to multitask, prioritise and problem solve
- Good knowledge of computer applications including Word, Excel and PowerPoint