



## Job Profile

<b>Job:</b>	Facilities & Logistics Manager
<b>Reports to:</b>	AIMS Senegal Chief Operating Officer
<b>Direct Reports:</b>	3
<b>Status:</b>	Full-Time Contract, 2 years
<b>Duty Station:</b>	Mbour, Senegal

### Overview

The Facilities & Logistics Manager ensures the Centre's physical presence is in line with AIMS-NEI network standards, enabling the highest possible quality of academic programs delivery in the 24-hour learning environment upon which AIMS-NEI has built its reputation.

This highly visible role has direct and continuous influence over the day-to-day culture of the Centre and its stakeholders, and as an on-site resident, sets an exemplary tone for the community of students, tutors and visiting lecturers.

### Responsibilities

#### 1. Facilities, Logistics and Residential Management

- Arrange and provide suitable accommodation for lecturers, students, tutors and researchers visiting the Centre, as required.
- Arrange transportation for visitors to the Centre, when necessary.
- Maintain the welfare and security of all residents and visitors at the Centre.
- Arrange deliveries and collections, including postage and collection of mail.
- Monitor residents at all of the Centre's properties and document any complaints, breaking of the house rules and other issues impacting the Centre community.
- Provide and maintain all Institute furniture.
- Handle resident complaints and requests.
- Reconcile and submit supporting documentation for the refund of expenses.



## 2. Facilities Vendor Management

- Manage and optimize 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 selection. Develop scope of work and competitively bid all projects.

## 3. Capacity Management

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

## 4. Property Management

- Implement and manage a facility and equipment 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 the Centre 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 organization. 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 a "keys" policy and access tags.



- Respond to after-hour calls, for example due to student illness, breach of security, fire or other incident. Respond appropriately to emergencies or urgent issues as they arise.
- 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.
- Plan for future developments in line with strategic business objectives.
- Play a leading role in optimizing the allocation and utilization of space and resources for new buildings and in re-organization of current premises.
- Develop and implement environmentally friendly practices within the facility.

## Competencies & Other Requirements

- Higher National Diploma/Bachelor's degree, preferably in facilities management, building management, construction, surveying, business studies, engineering, property management or similar.
- Five (5) to seven (7) years of relevant managerial experience.
- Exceptional interpersonal skills, with an ability to remain calm in crisis moments.
- Proven ability to progressively probe, analyze and identify root causes of problem; provide practical solutions; and negotiate resolutions.
- Fluency in English is essential; French is desirable.
- Articulate communication skills, both verbal and written.
- Strong project management skills and ability to perform analyses, create timelines and task lists to meet deadlines, paying close attention to details.
- Knowledge of building, safety and fire codes, as well as the ability to interpret blue prints and schematics.
- Knowledge of energy or building management systems and/or work order systems.
- Basic working knowledge of Microsoft Office Suite, including Excel, PowerPoint and Word and Internet applications (Dropbox, Skype, Gmail, etc.).
- Experience in facility maintenance in an institutional setting preferable.

## Working Conditions

- Centre of Excellence/Educational Environment in Mbour, Senegal.