



National University of Vanuatu

Job Description and Specification



Job Title Senior	Infrastructure Senior Officer
Reporting To	Manager Facilities
Work closely with	Manager Facilities, Procurement and Asset Senior Officer, And all NUV departments
Job Purpose	Effectively manage National University of Vanuatu (NUV) properties, facilities, grounds and security including the School of Education (SoE) campus.
Position Summary	The position is to effectively manage the regular and required maintenance, repairs and refurbishments of NUV buildings, properties and assets, as well as management of the ground, and support the building of new buildings.
Key Responsibilities – Detailed Listing	<ul style="list-style-type: none">• The Senior Officer will have to become knowledgeable and familiar with NUV's strategic directions, mission, structure, facilities and asset management regulations.• Coordinate his/her work plan with NUV business plan.• Actively contribute to the Facilities department annual planning and well• coordinate his/her work plan with the Procurement and Asset Senior Officer.• Undertake direct architectural design or manage design with engineering consultants when needed.• Oversee the maintenance and repair of NUV buildings, so that all buildings are kept clean, are regularly inspected for safety, and are repaired and fixed as needed, this is including management of NUV vehicles.• Provide inputs into the maintenance plan for NUV capital works, and assets including cost estimates of the plan.• Assist in developing plans reflecting the best and effective use of NUV lands, buildings and properties and, coordinating the engineering and architectural plans of all NUV facilities.• Supervise construction/renovation activities with relevant stakeholders and ensure project closeout documentation is properly executed and well recorded for NUV.• Overseeing the security of NUV facilities, through maintenance of fences, gates, lights, doors, locks and recruiting security staffing.• Ensure Waste Management standards are maintained on the campuses.

- Assist to maintain accurate records of the University Estate: lease, taxes, construction permits, etc...
- Supervising NUV cleaners, gardeners, security officers, and drivers, ensuring that all work is done effectively and on time, managing staff schedules, conducting regular performance reviews, and supporting staff engagement and morale.
- Develop with the Manager, Health and Security (OHS) procedures and share these with staff and students, as needed.
- Ensure all facilities standards are complying with Vanuatu laws, regulations and standards.
- Advocate for equity and disability access to NUV buildings and grounds. Developing and administering the facilities budget, and keeping records of all facilities related purchases and expenses, including petty cash.
- Coordinate with the procurement and assets Senior Officer for the proper management and inventory of facilities related equipment and supplies.
- Develop, post and communicate emergency preparedness procedures and protocols pertaining to buildings and security and ensure their effective implementation during times of emergency.
- Manage and review with relevant NUV units, facilities related service contracts and insurance. Advise the Manager Facilities on compliance of all standards, quality of work and the technical performance of staff within his area of responsibility
- Develop contract proposals for any maintenance, repair or building work being outsourced, submit for approval, and check and report on completed work by vendors and contractors.
- In collaboration with the HR manager, develop and communicate workplace safety and health policy for NUV.
- In consultation with the Director of Operations and other managers and deans, develop plans for facility expansion as needed.
- Other:
 - Be the Secretary of the NUV Health and Safety Committee (*to be created*)
 - Serve in the NUV Management Committee and participate in regular NUV meetings
 - Offer innovative, environment friendly and Climate adapted solutions to maintenance and construction
 - Inform NUV staff on key facilities issues

	<ul style="list-style-type: none"> ○ Ensure effective management of facilities related conflict management and grievances.
Critical Competencies	<ol style="list-style-type: none"> 1. <i>Work in a professional manner, with occupational knowledge, safety, accountability and adaptability</i> 2. <i>Strive for excellence, with communication, respect, inclusiveness and teamwork</i> 3. <i>Contribute to NUV's development, with innovation, leadership and quality focus</i>
Qualifications & Required Experience	<p>A Degree or Diploma in Management Studies, Finance, Engineering or Project Management or other related field from a recognized university or Institution</p> <p>More than 5 years in Management of facilities and work in infrastructure project.</p> <p>More than 5 years of experience in facilities management, construction and building maintenance and administration.</p>
Special Skills	<ul style="list-style-type: none"> ➤ In-depth knowledge of the Building and maintenance Codes of Vanuatu and other relevant building standard ➤ An analytical, practical and creative thinker and be able to make decision at whatever condition and nature of work ➤ Strong project management skills ➤ A team player ➤ Computer competences in software packages: Microsoft Word, Excel, PowerPoint and Programme Management and any other software as needed ➤ Familiarity with Donor Partners processes ➤ Demonstrated the ability to motivate and promote collaboration among diverse team and team members. ➤ Demonstrated analytical and problem solving and negotiating skills with the ability to balance programme objectives and procurement requirements. ➤ Ability to architect facilities strategy along with leadership skills ➤ People oriented, inclusion oriented and results driven ➤ Excellent written, oral and interpersonal skills and ability to communicate effectively with international stakeholders
Language	Fluent in English or French and Bislama
Terms and Conditions of Employment	<p>Three-year local contract, extendable</p> <p>Annual salary: VT2.8 M + 25 % Benefits</p>
	<p>Please apply by submitting a completed NUV application form to apply@univ.edu.vu</p>

