



National University of Vanuatu

Job Description and Specification



Job Title	Infrastructure Officer
Reporting To	Manager Facilities
Work closely with	<ul style="list-style-type: none">• Manager Facilities,• Senior Procurement and Asset Management Officer,• All NUV departments
Job Purpose	Support the effective maintenance & operation of National University of Vanuatu (NUV) properties, facilities, grounds and security in all campuses.
Position Summary	The position supports the effective management of routine and planned maintenance, repairs and refurbishments of NUV buildings, properties and assets. It also contributes to the management of grounds and assists in the planning and development of new infrastructure projects.
Key Responsibilities – Detailed Listing	<p>The Infrastructure Officer will have to become knowledgeable and familiar with NUV's strategic directions, mission, structure, facilities and asset management regulations.</p> <p>Assist in coordinating his/her work plans in line with the NUV Business Plan and Facilities Department activities.</p> <p>Support the Facilities Department in annual planning activities and coordinate work plans with the Senior Procurement and Asset Management Officer.</p> <p>Assist with design inputs or liaise with engineering consultants when required.</p> <p>1. Maintenance & Operations</p> <ul style="list-style-type: none">• Support the maintenance and repair of NUV buildings, infrastructure, utilities, vehicles and equipment, including inspections, cleanliness, reporting issues and developing and maintaining preventive maintenance schedules.• Support the upkeep and security of NUV facilities, including maintenance of fences, gates, lighting, doors, locks and coordination of security staffing.• Ensure waste management standards are maintained across all sites. <p>2. Planning & Infrastructure Development</p> <ul style="list-style-type: none">• Provide inputs into cost estimates and planning for capital works and facility improvements.• Assist in developing plans for the effective use of NUV land, buildings and infrastructure, including space planning, utilization analysis and infrastructure expansion planning.

- Contribute to environmentally sustainable and climate-resilient infrastructure solutions, including resilience against natural disasters and climate-related risks.
- Assist in gathering information for facility expansion or improvement projects when required.

3. Project & Contractor Management

- Assist in monitoring construction and renovation activities with stakeholders and ensure proper execution and documentation of project closeouts.
- Assist in preparing documentation for outsourced works and monitor contractor performance, including quality, timelines, compliance with specifications and service delivery standards.

4. Procurement & Financial Support

- Support procurement processes related to facilities by providing technical inputs into scopes of work, tender documentation, cost estimates and evaluation of bids, in coordination with the Senior Procurement and Asset Management Officer.
- Assist in monitoring maintenance and infrastructure project budgets and expenditures.
- Coordinate with the Senior Procurement and Asset Management Officer for the proper management and inventory of facilities-related equipment and supplies.

5. Compliance, Safety & Risk Management

- Ensure all facilities and infrastructure works comply with Vanuatu laws, statutory approvals, fire safety, environmental and occupational health and safety requirements.
- Support the Manager Facilities in the development and communication of Health and Safety (OHS) procedures, share these with staff and students as needed, and support the implementation of workplace health and safety policies in coordination with HR.
- Support communication and implementation of emergency preparedness procedures and protocols for buildings and security and ensure their effective implementation during times of emergency.
- Promote awareness of accessibility and inclusive use of facilities.

6. Records, Reporting & Coordination

- Assist in maintaining accurate records of the University Estate, including leases, permits, infrastructure records, maintenance logs, condition assessments and project documentation.

	<ul style="list-style-type: none"> • Assist in coordinating cleaners, gardeners, security officers and drivers, ensuring work is completed effectively and on time. • Provide updates and feedback to the Manager Facilities on maintenance activities and issues. • Inform NUV staff on key facilities matters and support resolution of related issues. <p>7. Other Responsibilities</p> <ul style="list-style-type: none"> • Provide support to the NUV Health and Safety Committee. • Participate in meetings as required to provide input on facilities matters. • Perform any other duties as required by the Manager Facilities.
Critical Competencies	<ul style="list-style-type: none"> • Work in a professional manner, with occupational knowledge, safety, accountability and adaptability • Strive for excellence, with communication, respect, inclusiveness and teamwork • 3. Problem solving & practical thinking
Qualifications & Required Experience	<p>A Degree or Diploma in Management Studies, Finance, Engineering, Project Management or other related field from a recognised university or Institution</p> <p>3 years in the management of facilities and working on infrastructure projects.</p> <p>Experience in facilities management, construction, building maintenance and administration.</p>
Special Skills	<ul style="list-style-type: none"> • Good knowledge of the building and maintenance Codes of Vanuatu and other relevant building standards • An analytical, practical and creative thinker and be able to decide 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 teams 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 • People-oriented, inclusion-oriented, and results-driven

	<ul style="list-style-type: none">• Excellent written, oral and interpersonal skills and ability to communicate effectively with international stakeholders
Language	Fluent in English, French and Bislama
Terms and Conditions of Employment	<ul style="list-style-type: none">• Three-year local contract, extendable• Annual salary: VT2 M + 25 % Benefits
	Please apply by submitting a completed NUV application form to apply@univ.edu.vu