

**VACANCY ANNOUNCEMENT**  
**Number – FM-001 JMC 2012**  
**Umoja House - Joint Management Committee**  
**An Equal Opportunity Employer**

**Background**

Umoja House is a purpose built shared diplomatic compound which includes, The British High Commission, The Embassy of the Federal Republic of Germany, The Embassy of the Kingdom of the Netherlands, The Delegation of the European Commission, and The United Kingdom's Department for International Development.

**Please read advert in full paying close attention to the “how to apply section”. Please note applicants applying for this position must have a valid Tanzanian driver's license.**

**Position Title: Facility Manager**

**Vacancy Announcement Number: FM-001 JMC2012 (please include announcement number in the subject line when applying)**

**Application Deadline: 10:00 AM 7 February 2012 (applications received after this deadline will not be considered)**

**Minimum Starting annual salary: \$31,000 (Gross)**

Attractive benefits includes: 22 days annual leave, plus Tanzanian public holidays, and medical insurance. Pay related bonuses are based on annual performance evaluation ratings.

**Location:** Umoja House – Dar es Salaam, Tanzania

All potential applicants are strongly urged to read this entire Vacancy Information to ensure that they meet all of the requirements for this position before applying.

Applicants must be legally authorized to work with in the United Republic of Tanzania.

Umoja House is seeking to employ a strong dynamic member of staff to supervise the activities relating to facility management of the Umoja House compound.

**Description of Duties**

A Facility Manager (FM) manages Umoja House's real property assets. FMs oversee, and ensure they are maintained to acceptable EU country standards in a safe and operable condition. At Umoja House a FM is expected to provide a wide range of building-related services, managing physical resources and asset management operations through

contracted maintenance companies. The FM works under the direction of the Joint Management Committee (Chairman), and supervise one of the largest contractual work force at Umoja House. Facility Managers are responsible for:

- 1) **Strategic planning** – maintains property inventory, develops preventive plan, determines replacement dates, performs annual facility condition inspections, determines facility conditions indexes, develops work orders, prepares inspection documentation, performs long range planning, plans facility budget, and establishes performance goals.
- 2) **Asset Management** – prepares briefing data, ensures facility warranty compliance, executes services contracts, submits facility maintenance and repair requirements documents, uses computerized maintenance management system, analyzes maintenance data, prepares contingency plans, and ensures regulatory compliance.
- 3) **Facility operation and maintenance** – operates physical plant, maintains physical plant, repairs physical plant, oversees contractors performance, assists contract development, schedules and modifies physical plant operations, develops preventative maintenance schedules, develop maintenance and repair resource estimate, institutes maintenance policy, monitors and improves post energy use, ensures utilities availability, maintains maintenance equipment accountability, and maintains reference library and materials.
- 4) **Work Management** – set goals, monitors targets, allocates funds, prioritizes work, establishes work schedules, conducts customer surveys, institutes quality control procedures, inspects custodial and grounds maintenance work, coordinates facility management activities, and ensures maintenance and repair materials availability.
- 5) **Contractual Personnel Administration** – sets performance goals and objectives, prepares contractor's performance evaluations, develop training programs, develops staffing patterns, improves professional proficiency, performs routine safety and security equipment inspections, administers safety training, ensures safe work practices are followed by all contractors including security, ensures proper handling of HAZMAT, and tests post water and ambient air quality.
- 6) **Monitoring of operations for Umoja House Security** – Works closely with Umoja House Security Committee ensuring security operationing procedures (SOP) are carried out in accordance to guidance. Serves as first point of contact for security contractor, monitors and ensures that security contractor is properly maintaining security related equipment and that all said equipment is functioning

properly. Routinely performs and records perimeter and common area security features checks (ie; walls, fences, CCTV, xray machines, etc) for deterioration. Works in concert with security contractor security manger to perform adhoc security testing for local guards. Acts as first point of contact for the

**Special circumstances of duties:**

FM will be deemed “essential personnel”, and are required to be on “stand-by” or “on-call” duty 24 hours/day, 7days/week. In emergency instances, extended hours may be dictated by high-level visits to Umoja House, equipment failure, natural disaster or the political climate.

**Education and specialized requirements:**

In addition to the general requirements for employment, all Facility Manager Candidates must have at least a bachelor’s degree at the appointment, as indicated below.

**Education requirement:**

1. Applicants must hold a Bachelor of Science (B.S) or Bachelors of Arts (B.A) degree from a reputable university. Additional credit will be given for degrees in one or more of the following disciplines:
  - Facility engineering
  - Facility management
  - Mechanical management
  - Construction engineering
  - Civil/Structural engineering
  - Electrical engineering
  - Architectural engineering
  - Industrial engineering
  - Architecture
  - Project management
2. Degrees received from non-Tanzanian, non-European, or US colleges or universities will be considered acceptable based on any of the following evidences:
  - The candidate submits an evaluation of completed course work from an accredited program in a college or university. The candidate must substantiate that foreign course work is equal to the curriculum recognized by an accredited foreign degree evaluation organization.

### **Specialized Experience requirements:**

This job requires a minimum of 3 years of work experience in facility management. Specialized experience must show that applicants have an in-depth knowledge of their field and can be expected to perform maintenance and/or engineering duties related to the operation of a facility. Applicants must show that their academic achievements and/or job-related experience have been at progressively increasing levels of performance and responsibility.

### **Knowledge, Skills, Abilities and Other Requirements:**

The education, work experience, and other qualifications will be evaluated for evidence of the following knowledge, skills, abilities, and other requirements that have been identified as important to successful job performance as a Facilities Manager based on extensive job analysis research. Not all of these attributes need to be met by a candidate; the attributes will be used as a set to evaluate candidates.

1. Knowledge of facilities management fundamentals, construction methods, machines and tools, architectural and engineering drawings, facility maintenance planning, property inventory methods, facility condition inspection, statements of work, acquisition and contracting procedures, building codes, computer applications, service contracts, contractor performance evaluation, facility warranty agreements, physical plant operation, health and safety practices and procedures, environmental safety practices and procedures, employment laws and local policies and procedures, and human resource practices.
2. Skill in communication, project management, formulating cost and planning estimates, writing statements of work, architectural and engineering drawings, choosing tools and test equipment, trouble shooting, installation, leading a multinational workgroup, interpersonal relationships, and negotiation.
3. Awareness and familiarity with building security procedures

### **How You Will Be Evaluated:**

Candidates will be evaluated on their total background including experience, education, awards, training, and self-development as it relates to the position. Selection for this position will be made only from among candidates possessing the best qualifications.

### **How to Apply:**

Please note that only application packages sent to [uhjmcjobs@gmail.com](mailto:uhjmcjobs@gmail.com) will receive consideration. Please do not attach certificates, diplomas, transcripts, references or anything not mentioned below. If you are selected for interview, we will request some of these items for verifications along with 3 - 5 references.

Please ensure that your online submitted application package includes:

1. Cover letter, and Curriculum Vitae
2. A completed Supplemental Qualifications Statement (**Item B below**)
3. A two-to-three page typed narrative autobiography which discusses your: (**Item C below**)
  - Personal history (background)
  - General work experience, not included in the application, which is related to this position.
  - Personal interests and hobbies.
  - Motivation for wanting to work for us at Umoja House.

### **B: Supplementary Questionnaire**

Purpose: The Supplementary Questionnaire provides an opportunity to describe examples of your experience which relate to the skills listed below and best show your ability to handle various aspects of construction engineering. The information you give may be used to structure your oral examination/interview should you be invited, and is an important factor in the competitive evaluation of applicants.

**Instructions:** Limit responses to 200 words or less for each item. Describe how you used the following abilities and/or knowledge, indicating the source from which the work related experience was acquired. Examples can be drawn from any part of your personal experience. Compose your replies carefully, as one of the skills necessary to succeed as Umoja House Facility Manager is the ability to write clearly and concisely.

- **Facility Management Skills:** Give examples of a broad working knowledge of all aspects of facility management to include project management, planning, contract management and maintenance management of major building systems (heating, ventilation and air-conditioning, electrical systems, building automation, fire alarms, electrical generation, waste water and plumbing, etc.)
- **Project Management Skills:** Give examples of a working knowledge of and previous experience in construction and renovation to include development of Statements of Work (SOW), requests for proposals (RFP), cost estimates and a broad knowledge of EU, or international building standards.
- **Computer Skills:** Give examples of your knowledge of computer and software techniques, requirements, methodologies, procedures, and current developments as they relate to practices in the facility management field (i.e. CMMC, Autocad, Building Maintenance and Management Software, Finance software, MS Office Suite and communication software).

- **Interpersonal and Leadership Skills:** Discuss your ability to supervise and manage a diverse workforce, including directing and motivating others. (Describe experience in at least one of the following: planning for short and long range contractual staffing needs; planning and adjusting schedules; evaluating employees' work; demonstrated effectiveness with contractor's employee relations; managing a building safety program; and/or analyzing and improving operations).
- **Problem Solving:** Give examples demonstrating your ability to think logically and objectively, to analyze problems, and to apply sound judgment in assessing the practical implications of alternative solutions.
- **Communications Skills:** Give examples displaying your ability to communicate effectively and persuasively both orally and in writing.

### C. Autobiography

A maximum 1,000 word autobiography which discusses your:

- Personal background
- General comments on work experience
- Personal interests and hobbies
- Motivation for joining Umoja House as a Facility Manager.

**Selected candidates: Please note all travel and other expenses incurred in connection with oral assessment, and interviews are the responsibility of the candidate.**

UMOJA HOUSE IS COMMITTED TO EQUAL OPPORTUNITY AND FAIR AND EQUITABLE TREATMENT FOR ALL WITHOUT REGARD TO RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE, SEXUAL ORIENTATION, DISABLING CONDITION, POLITICAL AFFILIATION, MARITAL STATUS, OR PRIOR STATUTORY, CONSTITUTIONALLY PROTECTED ACTIVITY.

UMOJA HOUSE PROVIDES REASONABLE ACCOMMODATION TO APPLICANTS WITH DISABILITIES. APPLICANTS REQUIRING REASONABLE ACCOMMODATIONS FOR ANY PART OF THE APPLICATION OR HIRING PROCESS SHOULD SO ADVISE. ALL DECISIONS FOR GRANTING REASONABLE ACCOMODATIONS ARE MADE ON A CASE-BY-CASE BASIS.