

Job Title: Facilities Manager

Organization: Namulondo Investments Limited

Duty Station: Kampala, Uganda

Reports to: Head Property and Facilities Management

About US:

Namulondo Investments Limited is a property management and real estate investments company, which was established by the Buganda Kingdom in 2006 under the Companies Act Cap 110. The company was incorporated to engage in real estate management and development. The company has the mandate to manage properties on the 350 Square Miles and the recently returned estate (Amasazza and Magombolola) hosting several central government establishments.

Job Summary: The Facilities Manager will be responsible for management and upkeep of NIL property such as buildings, fittings, and other materials.

Key Duties and Responsibilities:

Maintenance Accountability

1. Management and supervision of maintenance works on site
2. Overall upkeep of the property to a high standard whilst carrying out basic building and maintenance works where required.
3. Update the property manager on a regular basis of maintenance breakdown on the building.
4. Perform facility plant equipment obsolescent planning, budgeting and replacement.
5. Perform environmental hazard management/ planning and remediation.
6. Ensure roofs and elevators have updated inspections.
7. Implement programs and provide leadership to property management and maintenance staff.

Corporate Accountability:

1. At all times to present a friendly, helpful and approachable image, to promote good communications between all parties and those with whom the manager has to deal with when carrying out the management duties.
2. When on duty be alert to the needs of each tenant and take appropriate action to ensure any support required. Available to give general assistance in cases of accident until the emergency, statutory, or voluntary service are able to respond and assist.

3. To maintain a high profile on the development at all times during working hours.
4. To establish friendly communications with tenants, offering advice on problems when required.
5. To ensure the efficient operation of the services and equipment such as the communication system, fire appliances, lifts etc recording regular routine maintenance inspections and arranging for regular fire tests to be carried out in accordance with company procedure.
6. To exercise control over the use of communal facilities such as parking spaces, common toilets, receptions, kitchens, staff areas etc
7. To carry out and oversee the work of service providers carrying out repairs within the limits of lease and any changes in tenancy.
8. To inform the property manager of any potential situation that may have an adverse effect on the company's reputation or a negative effect on the general atmosphere of the property being experienced by tenants.
9. To inform the Head property management of all breaches of rules and regulations as contained within the lease and any changes in tenancy.
10. To take immediate action in the event of an absolute emergency summoning assistance from the appropriate authority when necessary during duty hours and outside of duty hours.
11. To keep tenant files updated on all the necessary aspects including not limited to identification documents billings and adjustments that take place during the subsistence of the tenancy.
12. To ensure that the property value is improved through timely maintenance streams for the kingdom.

Collection of Rents

1. To assist the property manager in the collection of all rents due from the tenants.
2. To take periodical and monthly water and electricity meter readings for re-billing purposes and prepare the electricity bills for each tenant.
3. Update tenant files with relevant information.
4. To engage in generation of income.

Qualifications, Skills and Experience:

- The applicant for the Facilities Manager vacancy should hold an Honours degree in Property or Real Estate management or Civil Engineering from a recognized University/Institution or Higher Diploma in Electrical Engineering or Civil Engineering from a recognized University/Institution.
- A minimum of 3 years of cumulatively responsible experience in property Management preferably in a reputable organization.
- Demonstrated ability to find creative solutions to estates problems and deliver solutions within tight constraints.
- Strong influential and negotiating skills.
- Proven ability to communicate with colleagues at all levels, with appropriate tact, diplomacy and sensitivity.
- Excellent presentation skills.
- Excellent numeracy and highly effective analytical abilities.
- Proven project management skills.
- Good team player
- Excellent communication skills
- Good interpersonal skills.
- **Age:** Between 28 and 35 years.

How to Apply:

All qualified applicants should send their applications together with attached copies of all academic qualifications, copies of valid identity cards and detailed CVs with mobile telephone numbers indicated, names and contact details of three referees, to the address below;

The Human Resource Manager,
Namulondo Investments Limited,
Muganzirwazza Katwe,
P.O. Box 14446, Kampala, Uganda

Deadline: 31th March 2017 by 5:00pm