



UNIVERSITY OF NAIROBI

EXTERNAL ADVERTISEMENT

Applications are invited from qualified persons for the position shown below.

DIRECTOR, FACILITY MANAGEMENT/REGISTRAR EQUIVALENT, GRADE: 15, DIRECTORATE OF FACILITY MANAGEMENT, ADVERT REF AC/12/282/23 – 1 POST

Basic Salary: Kshs 209,694-283,087

House Allowances: Kshs 73,715

All other allowances and benefits will be as provided in the terms of service applicable to respective job grades or as determined by Council from time to time

For Appointment to this grade, the applicant must have:

Academic and professional:

- a) Have a relevant Bachelor's Degree (quantity surveyors, property management, real estate's etc.) from a university recognized in Kenya;
- b) Masters degree in quantity surveyors, property management, real estate or a related degree
- c) Membership in good standing to a relevant Professional body (ies) (where applicable) will be an added advantage.

Experience and skill

- a) 12 years in Property Management in a large organization (preferably in public sector) at senior position.
- b) Computer Literate
- c) Must have excellent interpersonal and communication skills, be results oriented, team builder and be a person of high integrity

Duties and Responsibilities

The duties and responsibilities shall include but are not limited to:

- a) Management of the University's physical facilities operations including all land, buildings and grounds, utilities, fleet and plant & equipment.
- b) Scheduling and supervision of maintenance and repair activities, contracted services, and custodial services, and ensuring the physical operation of the university meets budgetary and strategic objectives. Formulating and implementing policies that govern optimal management and utilization of university facilities.
- c) Planning, design, development, acquisition, maintenance, and management of the facilities;
- d) Ensuring compliance with relevant legislations and regulations as well as preparing facilities budget and monitoring expenditures.
- e) Any other duties as may be assigned by the Vice Chancellor from time to time.

NOTES

1. Applicants should email their application letters, certified copies of certificates and curriculum vitae (CV) giving details of their qualifications, experience and three (3) referees, as well as indicating their telephone and e-mail contacts.
2. Applications and related documents should be addressed to the Chair of Council, University of Nairobi, P.O. Box 30917, 00100, Nairobi, Kenya
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear a subject whose details shall be the title and the reference code indicated in the advertisement of the applied job.

5. Applicants if shortlisted must show up to date and valid evidence of compliance with provisions of Chapter 6 of the constitution of Kenya, with specific reference to clearance by the following bodies.
 - a. Kenya Revenue Authority
 - b. Higher education Loans Board
 - c. Ethics and Anti-corruption Commission
 - d. Criminal Investigation Department
 - e. Credit Reference Bureau
6. Applications should be emailed as one file in PDF to: appstocouncil@uonbi.ac.ke .

CLOSING DATE: TUESDAY, DECEMBER 26, 2023

**THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER.
ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED**