



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



TERMS OF REFERENCE

Post: *Facilities Supervisor*

Reporting relationship: Supervisor, Facilities

Employment Type: Ordinary (first year on contract)

Gross Salary: 10925 - 12140

RESPONSIBILITIES AND DELIVERABLES

1. Regularly monitor the properties to detect any unauthorized access or suspicious activities
2. Coordinate and oversee renovations, repairs, and construction projects within the properties, ensuring minimal disruption to occupants and adherence to safety regulations.
3. Ensure that all commercial units within the properties are maintained according to established guidelines and standards.
4. Report all identified issues, including maintenance needs, security breaches, or guideline violations, to the designated maintenance officers or relevant personnel.
5. Conduct thorough checks of key areas at specified intervals to ensure compliance with security protocols and maintenance standards.
6. Act as a liaison between property owners, tenants, and external and internal stakeholders to facilitate effective communication and resolution of issues.
7. Coordinate with relevant authorities and emergency services to mitigate risks and ensure the safety of occupants and assets.
8. Respond promptly to tenant inquiries, concerns, and requests for maintenance or assistance.
9. Assist with additional tasks relevant to the department's operations as delegated by supervisor.

REQUIREMENTS

1. Minimum O Level Qualification. Minimum Experience must be 3 years in a relevant field.

SKILLS AND COMPETENCIES

- Clear, concise communication with diverse stakeholders for seamless operations.
- Analyze, resolve complex issues efficiently to ensure smooth facility functioning.
- Prioritize, multitask, and meet deadlines in dynamic environments.
- Thoroughness in inspections, documentation, and compliance for optimal performance.



بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



- Proficiency in facility systems to oversee maintenance activities proficiently.
- Build positive relationships, address needs promptly for tenant satisfaction.
- Flexibility to navigate changes, emergencies while maintaining professionalism and efficiency.
- Work effectively with various stakeholders to achieve objectives.
- Assess situations, evaluate risks, and make timely, informed decisions.
- Proficiency in the use of office suites software