

## VACANCY ANNOUNCEMENT

The University is looking for qualified and experienced individual for the below stated position;  
The position is based at Palapye and is offered on a fixed term contract of up to five (5) years.

### DIRECTORATE OF PHYSICAL PLANNING & CAMPUS FACILITIES

#### DIRECTOR, PHYSICAL PLANNING & CAMPUS FACILITIES

REF: PPCF 02/21

#### Main Purpose of the Job

- Oversee the maintenance and management of the physical infrastructure, buildings, grounds and campus facilities of the University.
- Ensure compliance with health, life safety, and building codes, recommending priorities for needed repairs and renovations
- Expertly guide the work of the department's staff, steer them towards effective delivery of the department's mandate and achievement of its goals, and ensure optimal use of all resources within the department

#### Qualifications and Experience

##### Education

A minimum of a Master's Degree in Engineering or Facilities Management or any other related field from a recognized institution

##### Experience

Minimum of ten (10) years' post qualification experience in facilities management practices, four (4) of which should have been at a similar or equivalent level, directly dealing with facilities management in a large organization.

##### Key Performance Areas

- Cost effective management of the budget
- Maintenance Planning & execution
- Quality of repairs and response time on call-outs
- Management of Service Level Agreements (SLA)
- Security Management
- Space Management
- Fleet Management
- Management of the Staff Housing on campus as well as off campus.
- Safety, Health and the Environment
- Strategic leadership people management

#### The position requires the following Competencies/Skills:

- Thorough knowledge of building trades, excellent communication skills and demonstrate high management ability
- Knowledge of maintenance and facility management systems
- Ability to effectively direct and supervise a diverse work force with varying skill levels, demonstrating significant team-building skills
- Ability to plan, manage and report, meeting deadlines within established budgets.
- Ability to use current technology in facility management and planning
- Ability to maintain good interpersonal relationships throughout the organisation.
- High level conceptual and analytical ability, creativity and innovation
- Ability to value and apply intellectual processes within a well-defined coherent framework
- High level of financial astuteness and commercial competence demonstrated through successful management of substantial budgetary responsibilities
- Excellent leadership skills including understanding of the social, economic, financial and political implications on decisions made.
- Sound communication skills and ability to demonstrate clear and effective two-way communication style with a wide range of people and situations.
- Must demonstrate personal commitment to excellence

#### Remuneration

The University offers an attractive package, commensurate with qualification and experience.

If you meet the requirements of the above stated position, please send your Application Letter, a detailed Curriculum Vitae including at least two (2) recent professional referees and Certified Copies of Academic Qualifications to;

Director, Human Resources at the email address below.  
recruitment.directors@biust.ac.bw

For any further enquiries, you may call Mr. Abram and Mrs. Kesamang @ 4931310/4931305.  
NB: Only shortlisted candidates will be responded to.

**CLOSING DATE: April 25, 2021**