



FACILITY MANAGER JOB PROFILE

Organization

Wildlife Tourism College of Maasai Mara

Location City Country

Masai Mara, Narok County -Kenya

Start date

1st November 2022

About the organization

The Wildlife Tourism College of Maasai Mara is a product of restructuring of the Koiyaki Guiding School (KGS). Since inception in 2005, KGS has been providing training in Tour Guiding and acted as a hub for community engagement and empowerment. From inception to-date, KGS has trained and successfully graduated 377 guides who have proceeded to earn a livelihood from the Wildlife Tourism Industry in the Mara and other regions of Kenya.

About the Role

Facility Manager is directly responsible for the Engineering Division and deliver to the best possible results in areas of people, products and profit. In addition, the Facility Manager is responsible for ensuring that Engineering standards in all areas are met at all times as determined by WTC Standards Operating Procedures, Policies Governmental & Trade regulations in order to exceed guest expectations, ensure safety of the staff, students, guest & property.

Central to the Facility Manager's role are the following key result areas:

(i) Technical:

- Responsible for engineering and maintenance operations of the entire WTC
- Performs and/or monitors maintenance and preventative maintenance projects.
- Maintain the guest rooms, public space, and back of the College areas in good repair by performing or supervising various tasks related to a variety of trades including carpentry, plumbing, electrical, air conditioning, painting, wall covering and tiling to ensure an attractive and well-maintained facility.

(ii) People Management:

- Creating the right working environment for Engineering Team, encouraging diversity, change and innovation.
- Mentor and Coach, the Team to ensure work quality and productivity while observing critical timelines for smooth operations of the college.
- Creates a positive and highly motivated working environment that promotes and develops teamwork.
- Utilizes and develops communication tools and channels for the dissemination of information and workflow in all sections



Next Gen Sustainability Leadership Education

(iii) Occupational Health, Safety, Hygiene:

- Ensures the highest level of safety and security by facilitating effective training programmes that delivers a high degree of awareness amongst staff, guests and students.
- Ensures that the department key control procedures are strictly adhered to
- Ensure that HAZCOM, HACCP, OSHA ACT 2007 and COSHH policies are strictly observe.

(iv) Budget, Forecast, & Capital Expenditure:

- Assists in Engineering Budget preparation; CAPEX and FF&E
- Analyzes monthly reports and reviews opportunities for improvement and savings.
- Prepares operating equipment par level.
- Conducts inventory and studies opportunities to reduce losses and damages.
- Ensures consistent and accurate inventories as per standard operating procedure.

(v) Sustainability Compliance:

- Ensures that the environmental initiatives are fully implemented and strictly observed in the workplace and participates in community activities and programs.
- Ensure the Environment conforms to the NEMA Standards and other sustainability initiatives run by the College

Required Academic Qualifications, Skills, Experience and Attributes

- Minimum of a Diploma in Mechanical or Electrical Engineering from a recognized institution of higher learning
- 7+ years of relevant working experience in a busy work environment preferably hospitality business.
- Knowledge of MS Word, MS Excel and MS Power Point
- Knowledge on the use of BMS
- Able to work flexible hours

How to Apply:

- Applications must include a motivation letter highlighting why the applicant would like to join WTC and attaching a curriculum with; a telephone number and at least three professional references with their contacts.
- Applications should be sent to koiyakiguinding@gmail.com and must clearly state FACILITY MANAGER as the email subject. The closing date for this application is 15th October 2022 at 1730hrs.

Please Note:

- Shortlisting will be on a rolling basis and only those shortlisted will be contacted for the interview,