Facilities Manager  
Cote D’Or National Sports Complex  

The Cote D’Or National Sports Complex is Mauritius’s premiere sporting and event infrastructure. An exciting role for an experienced professional to lead a team maintaining one of the top 5 sports hubs in Africa. The successful candidate will be responsible for the maintenance and management of facilities and any new infrastructure developments. As a key leader of a new team, this role is to develop capability that ensures alignment of facility, asset or maintenance programs that enhance management and financial decisions.

The Facilities Management team are responsible for the development and delivery of the Facilities and Asset Management Strategy. The Facilities Manager reports directly to the Chief Operating Officer of Mauritius Multisport Infrastructure Limited (MMIL)

Details
- Permanent full time
- Excellent package for the best candidate
- Senior leadership role

Qualifications:
- Bachelor degree in Civil Engineering or Electrical Engineering or Mechanical Engineering, or an equivalent qualification acceptable to the MMIL
- Post graduate degree in building services/ facilities management or in any other related field, or an equivalent qualification acceptable to the MMIL
- And at least 5 years’ experience in the field of Facilities Management.

Duties and Responsibilities
- Maintain world-class sport and events infrastructure for optimal usage and lifespan.
- Plan, manage and co-ordinate the maintenance (both responsive and preventative) programs for assets and property, utilities and services across all facilities ensuring works are completed effectively and efficiently including but not limited to effective allocation of works, inventory control and communication with staff, internal clients and contractors.
- Lead, manage and motivate a team to ensure the smooth daily running of the Facilities
- Co-ordinate vendor and contractor management to ensure compliance with MMIL policies ensuring work is performed to expected standards.
- Ensure contractual compliance across all areas.
- Carry out regular assessments of property and facilities to ensure a safe environment and ensure Compliance with relevant Work Health and Safety Legislation. This includes ensuring insurance covers are in place.
• Oversee the co-ordination of Facilities support to scheduled events.
• Act as the primary liaison for resolution of issues or complaints regarding Facilities (Repairs and Maintenance, Events support, general facilities support), in consultation with relevant stakeholders and senior management.
• Manage and co-ordinate fire and security arrangements to ensure the security and safety and integrity of assets.
• Administer effective, logical and systematic processes for the procurement and management of assets including managing asset registers and associated stock-audits, security and key systems and other administrative requirements.
• Implement an industry leading software based solution for facility management.
• In consultation with senior management, forecast, manage and report on the Facilities annual repairs and maintenance budget and assist in the planning and delivery of major capital works.
• Produce reports as required, including but not limited to monthly facilities reports detailing major issues, budget updates and recommendations to the Property and Capital Works.
• Managing budgets and ensuring cost-effectiveness
• Advising Management on increasing energy efficiency and cost-effectiveness
• Undertake hands on manual work from time-to-time and supervise others in the team who have been allocated maintenance tasks.
• Availability for after-hours involvement at events and presentations.
• Be willing to accept an out-of-hours request for assistance for an emergency response when required and either attend in person if appropriate or arrange relevant contractors to attend.
• Maintain memberships with all relevant facility management industry associations.
• Ensure Cote D’Or’s facility maintenance adheres to ISO standards ISO 41001:2018
• Ensuring that basic facilities, such as water, electricity, HVAC and sanitation are well-maintained and available at all time.
• To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Facility Manger in the roles ascribed to him/her

Key Skills required
• Demonstrated ability to effectively lead a team of contractors in a building/facilities management environment
• Understand architectural plans, engineering drawings and specifications and contract documentation
• Demonstrated ability to work independently with minimum supervision
• Proven ability to work collaboratively, be proactive and anticipate and plan for eventualities
• High level of verbal communication and interpersonal skills
• A can-do attitude and willingness to get in and get the job done
• Ability to multi-task and manage multiple projects and tight deadlines
• New influential leadership role
• Commercial Awareness
• Good knowledge of ICT and software packages
• Experience with large facilities and infrastructure is essential. Experience with sport facilities is not essential.
• May be required to work outside normal working hours including Sundays and Public Holidays.
This role is an immediate requirement so if it sounds like your next role please apply today.

To apply, please submit the following:
1. A written response that details your ability to deliver the key accountabilities of the position;
2. A current resume (English);
3. Copies of mandatory qualifications required for the position; and
4. Referees (names and contact details of at least two referees).

Applications Close: 7th August 2020 14:00pm
Inquiries: recep.mmil@myt.mu

Send Applications either to:

Email: recep.mmil@myt.mu

Hard Copy: HR Officer
1st Floor, Multipurpose Gymnasium Building
Cote d’Or National Sports Complex,
Motorway M3,
Cote d’Or,
Mauritius

Note: Management reserves the right to call only successful candidates for interview or not make any appointment following this advertisement.