

# Central Bank of Lesotho

## Career Opportunity

Section Head Facilities Management: Ref: SH-FM



	Job Description
<b>Department name</b>	Governor's Office
<b>Job Title</b>	Section Head – Facilities Management Services Division
<b>Level</b>	Section Head
<b>Reports to</b>	Head – Facilities Management Services Division
<b>Job Purpose</b>	Ensure all electromechanical equipment and infrastructure is well maintained at all times with minimum downtimes.
<b>Key Performance areas/Responsibilities</b>	<ol style="list-style-type: none"> <li>1. <b>Assets Management and maintenance</b> - Development and implementation of maintenance strategies to ensure that all Bank's immovable and movable assets are well maintained;</li> <li>2. <b>Strategic Planning</b> - Plan and coordinate short and long term strategic objectives associated with facilities management;</li> <li>3. <b>Infrastructure Projects</b> - Provide support on project delivery activities for capital / infrastructure projects; In collaboration with the Projects Management Office, monitor progress of construction projects, to ensure that milestones and performance indicators are met, including preparation of project progress reports;</li> <li>4. <b>Contracts Management</b> – Overseeing renovations, refurbishments and construction infrastructure projects and programs;</li> <li>5. <b>Safety Health &amp; Environment</b> - Manage the upkeep of plant and equipment to meet health and safety standards, and ensure that all maintenance contractors adhere to emergency procedures of the Bank;</li> <li>6. <b>Policies, Procedures and Controls</b> – Develop and implement policies and procedures that guide FMS operations and functions;</li> <li>7. <b>Administration</b> – Overseeing and supervision of multi-disciplinary teams of staff including Transport, Maintenance, Hygiene and Gardening services to ensure optimisation of their support function to all departments;</li> <li>8. <b>Financial Management</b> – Prepares and consolidates Bank wide capital and recurrent budget estimates, and the resultant budget performance reports;</li> <li>9. <b>Space planning</b> – Allocation and management of space for maximum efficiency;</li> <li>10. <b>ICT Packages</b> – Identify and implement a suitable Computerized Maintenance Management System solution (CMMS) for maintenance of Bank operations.</li> </ol>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Master's Degree in Electrical, Mechanical, Project Management, or Construction Engineering</li> <li>• Facilities Management Professional certification will be an added advantage</li> </ul>
<b>Experience and Skills</b>	<p>The Bank is looking for a mature and experienced manager who must possess the following: -</p> <ol style="list-style-type: none"> <li>1. A minimum of seven (7) years' experience in a facilities management environment in a middle to large institution with a lot of property under management, three (3) years of which at managerial level;</li> </ol>

	<ol style="list-style-type: none"><li>2. Have working knowledge in the use of computers, especially CMMS and Microsoft office suite.</li></ol>
<b>Competencies</b>	<ol style="list-style-type: none"><li>1. Cost and budgetary control</li><li>2. Communication skills</li><li>3. Decision making</li><li>4. Interpersonal skills</li><li>5. Supervisory skills</li><li>6. Time management</li><li>7. Problem solving skills</li><li>8. Coordination and control</li></ol>