

Senior Manager, Facilities, Transport and Security

Position	Senior Manager, Group Facilities, Transport and Security Services
Salary Scale	
Role Summary	Responsibility for the acquisition, control, accountability, maintenance, utilization, and disposition of NAWEC's property and transport.
Reporting Relationships	Reports directly to Group Director Corporate Services but works closely with COO Electricity and Water/Sewerage
Duties and Responsibilities	<p><u>Property</u></p> <ul style="list-style-type: none"> • Develops and maintains NAWEC, s approved medium- and longer-term property strategies and plans that take account of NAWEC's strategic plan 2019-2025. • Develops NAWEC's policies around property asset ownership leasing • Acquires and disposes of property assets in accordance with NAWEC property strategies and policies • Maintains records of all NAWEC property assets including legal titles • Plans and executes property maintenance programmes • Manages immediate office needs and allocation tasks <p><u>Transport</u></p> <ul style="list-style-type: none"> • Develops NAWEC transport policies embracing fleet configuration, purchase/leasing, vehicle usage, vehicle asset management • Acquires and disposes of vehicle assets in accordance with policy • Develops and manages modern fleet asset management software with special attention to transport performance • Puts in place planned vehicle maintenance programmes <p><u>Security</u></p> <ul style="list-style-type: none"> • Oversees the security portfolio and operations of NAWEC • Develops and maintain a robust and safe security infrastructure to safeguard employees and assets across NAWEC facilities • Collaborates with NAWEC Group Directors to determine the organization's security needs • Builds a culture of safety, security awareness and preparedness including rolling out of security policies and procedures <p><u>General</u></p> <ul style="list-style-type: none"> • Contributes to the development of annual opex and capex budgets. • Develops annual plan with KPI's and reports monthly • Develops safety programme in conjunction with Group Health & Safety Environment and Security Manager

Requirements and Qualifications	Third level qualification with extensive experience in a utility of similar size and scope to NAWEC especially in the area of Asset management
Competancy	Detail
Financial	An understanding of finance and accounting, as it pertains to the acquisition, maintenance and disposal of assets
Systematic	Plans carefully and foresees obstacles in plenty of time
IT Literate	Thorough knowledge of computer and database applications especially conversant with Project Management systems software
Analytical Skills	The ability to visualise, articulate and solve both complex and uncomplicated problems and make decisions that make sense based on all available information
Stakeholder Management	Is sensitive to the importance of stakeholders, their identification and mobilisation in support of objectives and plans

How to Apply. Please send an e-mail to recruitment@nawec.gm expressing your interest and indicating the position you are interested in along with a brief resume. Your resume should be no more than 2X A4 pages and should include basic information including name, contact details, address, date of birth, education, and qualifications along with a brief listing of your employment to date. Please do not send certificates at this stage.

Deadline for submission of applications is 15th December 2022