



VACANCY ANNOUNCEMENT

NAWEC wishes to invite suitably interested and qualified candidates to submit applications for the vacant position of **Facilities Manager** within the Group Corporate Services Directorate. We are looking for a highly motivated and results-oriented professional with strong technical and managerial capabilities to oversee the maintenance, optimization, and efficient operation of NAWEC's facilities and infrastructure nationwide.

Position	Facilities Manager
Department	Group Corporate Services Department
Role Summary	The Facilities Manager is responsible for the overall management, maintenance, and optimization of NAWEC's facilities and infrastructure. The role ensures that all buildings, grounds, and support systems operate effectively while providing a safe, efficient, and cost-effective working environment for employees and stakeholders. The position requires both office-based and field-based activities, including regular visits to facilities and project sites across the country.
Reporting Relationships	Reports to the Senior Facilities, Transport and Security Manager.
Duties and Responsibilities	• Oversee the maintenance and operation of NAWEC buildings, grounds, offices, substations, water treatment plants, and other infrastructure. • Coordinate civil works including repairs, renovations, painting, masonry, carpentry, plumbing, and construction projects. • Prepare maintenance schedules, technical reports, budgets, and procurement requirements for facilities operations. • Develop and manage facilities budgets to ensure optimal utilization of resources. • Maintain accurate records of maintenance activities, repairs, contracts, and vendor agreements. • Liaise with external vendors and service providers to secure

	quality facility-related services and supplies. • Support the planning and implementation of capital projects, including cost estimation and project coordination. • Supervise contractors undertaking repairs, maintenance, and facility improvement works. • Conduct regular inspections to identify maintenance needs, operational deficiencies, and safety concerns. • Monitor the inventory and proper utilization of maintenance tools, materials, and equipment. • Respond promptly to facility emergencies, breakdowns, and operational challenges. • Ensure compliance with health, safety, environmental, and relevant regulatory requirements. • Manage grounds maintenance activities including landscaping, waste management, and upkeep of outdoor areas. • Oversee preventive and routine maintenance activities for air conditioning systems, electrical systems, plumbing, and general building infrastructure. • Coordinate office space planning, workstation setup, furniture arrangement, and facility allocation for staff. • Any other related responsibilities as assigned by Management.
Requirements and Qualifications	• Bachelor's Degree in Civil Engineering, Building Technology, Facilities Management, or a related technical discipline. • Minimum of five (5) years of relevant experience in facilities management, building maintenance, technical operations, or infrastructure management, including at least two (2) years in a supervisory or managerial role. • Strong knowledge of building systems, including plumbing, electrical, and general facility maintenance will be an added advantage
Competancy	Detail
Vendor and Contract Management	Ability to negotiate, manage, and monitor contractor and supplier performance to ensure value for money and service quality.
Health, Safety and	Strong commitment to workplace safety, regulatory compliance, and environmental sustainability standards.

Environmental Awareness	
Planning and Organizing	Strong ability to prioritize tasks, manage competing demands, and meet deadlines in a dynamic operational environment.
Problem Solving and Decision Making	Strong analytical skills with the ability to identify facility-related issues and implement practical solutions.
Multi tasking	Strong capability to manage multiple projects simultaneously, ensuring timely, cost-effective, and quality delivery.

How to Apply

Please send an e-mail to **recruitment@nawec.gm** referencing the position being applied for, along with a curriculum vitae and cover letter.

Closing Date

The closing date for receipt of applications is **30th October 2026** by close of business.