



FACILITIES MANAGER

The Planning Institute of Jamaica is seeking to identify a suitably qualified candidate to fill the position of Facilities Manager on a contractual basis.

RESPONSIBILITIES

1. Direct, plan and oversee implementation of comprehensive systems for physical protection of the Institute's assets.
2. Approve engineering, architectural drawings and design computation for the building within established standards, codes, and regulations.
3. Implement capital projects that will modernize and improve the efficient running of the building with a focus on environmentally friendly upgrades.
4. Ensure efficient space planning, optimal usage and layout of floor plans, office space, décor and aesthetics for the common areas and PIOJ occupied spaces.
5. Design and implement processes for efficient building management.

QUALIFICATION AND EXPERIENCE REQUIRED

- First degree in Property/Construction Management, Engineering or any other relevant field.
- Training in project management is a distinct advantage.
- At minimum five years' experience in Property Management or Facilities Management

ATTRIBUTES/SKILLS

- Knowledge of Property or Facilities Management software
- Excellent problem solving and trouble shooting skills
- Proven negotiation and management skills
- Excellent oral and written communication skills
- Sound financial and risk management skills

Applications should be submitted, no later than **April 30, 2024** addressed to:

Director, Human Resource Management

Planning Institute of Jamaica

16 Oxford Road

Kingston 5

Fax: 906-4615

Email: vacancies@pioj.gov.jm

Website: www.pioj.gov.jm

We thank you for your expressions of interest; however, only shortlisted applicants will be contacted