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**Position: Transport and Facility Manager**

**Employer: Swedish School Association of Kenya**

*Swedish School in Nairobi, SSN, established in 1968, is working under the Swedish National Agency for Education, according to the Swedish School Laws and the Swedish curriculum. Our students are mostly from the Nordic countries, many of them with various international experience.*

*We offer pre-school, compulsory and upper-secondary education for Scandinavian speaking students. We also have a boarding. All together we are about 160 students and 50 staff off which about half is recruited from Sweden. More than 80 students live at the schools boarding. We are situated in Nairobi in Kilimani, off Ngong Road on our own beautiful compound.*

*Our compound is about 3 ½ acres with two swimming pools, a tennis court and a basket court. We have a football pitch and a playground. The buildings are spread around the compound and is divided into a boarding section, an administration building and buildings for education.*

*We are striving to up-grade our facilities to the highest possible standard which means that renovations are common.*

*Our students are spread over various parts of Nairobi and we have presently four buses for school transports. Needless to say security and road safety for the benefit of our students are of outmost importance and a top priority. Apart from school transport the school do various outings and excursions in and out of Nairobi as well as during holidays and weekends.*

SSN is now looking for a Transport and Facility Manager with experience from similar work and /or other experiences that are considered instrumental in running, maintaining and developing our facility- and transport services.

WORK DESCRIPTION:
Main duties transport manager

* Plan, manage and allocate buses and drivers, including doing bus schedules, according to regular school transports and ad hoc needs. Make sure we meet targets and time limits
* Communicate with school administration and parents/guardians when so required, especially in events of issues like traffic problems, delays or anything else out of the ordinary routine.
* Manage our team of drivers, make sure all permits and licenses are constantly updated and in accordance with regulations. Keep records of and check work hours, allowances, fuel consumptions and other vital data for review and follow-ups. Keep notes and log books.
* Procure and purchase transports and drivers from external providers when needed and in accordance with our strict rules of security, safety, quality and financial prudence.
* Participate in the budget process and assume responsibility for budget prudence and follow-up.
* Make sure that our vehicles at all times meets all possible safety requirements, plan and implement repairs, both preventive, scheduled and when issues arise. Planning ahead for suitable dates for service and repairs is essential for us to be able to use our capacity during school periods.
* Keep good relations with service/repair suppliers and control work suggested as well as done.
* Plan, implement and keep records of all necessary permits, licenses, insurances and fees for buses as well as drivers.

Main duties facility (property) manager

* Plan and manage building and grounds maintenance and repairs
* Responsible for cleaning and hygiene
* Procurement and implementation of maintenance- and repairs from suppliers and contractors. Secure good working relations with these suppliers and secure an optimal relation between price, functionality and quality
* Monitoring and quality assessment of work being done
* Responsible for the security infra-structure including security equipment and contacts with and control of suppliers such as but not excluded to Security firms used, electric fence, fire equipment and CCTV
* Procure, plan, order and control investments in buildings as well as machinery or building equipment.
* Organising staff and work schedules for gardeners, cleaning and maintenance staff
* Train and develop staff
* Manage health and safety according to good standards and the requirements of both Kenya and Swedish laws and regulations. Make sure that all certificates needed are accurate and valid
* Monitor consumption and expenditures and secure budget discipline.
* Develop building and grounds as work place according to decisions and plans taken by the Management and the Board. Be proactive, take initiative and suggest improvements and alterations.
* Adhere to laws and regulations such as, but not limited to, work safety, environmental laws, laws for construction and renovations.

AS A PERSON WE EXPECT YOU TO:

* Be customer oriented and able to communicate with people from different backgrounds and different ages.
* Have a strategic plan for the development of the facilities and transports, be able to make these plans operational
* Be self-governing, be able to take decisions and implement them. Your work capacity is high and you are able to handle stress.
* Have previous experiences of managing staff and you are able to lead as well as coach your staff. You have an eye for details and cleanliness
* Be communicative and able to establish good working relationships with other sectors of management and staff.
* Have basic computer skills such as Office

OTHER INFORMATION:

* The position is 75-100%
* Salary according to agreement
* The employment follows the general employment conditions of The Swedish School
* Command of a Scandinavian Language is a merit
* International experience is a merit
* Day of commencement as agreed and latest January 15, 2017

Last day to apply is the 1st of November 2016.