

## Job description

### Technical Services Executive

<p><b>Summary</b></p>	<p>The International French School in Dar es Salaam, member of the French network abroad and under agreement with the Agency for French Education Abroad (AEFE) welcomes almost 500 students from TPS to Terminale (Preschool to Grade 12).</p> <p>The Technical Services Executive, reporting to the Head of Finance and Administration, will serve as the primary point of contact for maintenance, repair, furniture needs, and electronic equipment requests within the school.</p> <p>This role requires a high level of technical and critical thinking, accountability and trustworthiness, ensuring that resources are used appropriately and efficiently.</p> <p>Key responsibilities include overseeing contractor relationships, managing warranties, tracking maintenance work, and performing administrative tasks related to facility and technical services. The role also encompasses responsibility for internal controls, adherence to schedules, policies, and reporting requirements.</p>
<p><b>Key Responsibilities</b></p>	<p><b>1. Teacher and Staff Support :</b></p> <ul style="list-style-type: none"> <li>○ Serve as the main contact for staff requests related to maintenance, repairs, furniture, and electronics.</li> <li>○ Assess, prioritize, and address requests in line with school guidelines</li> <li>○ Ensure optimal and responsible use of school resources to meet operational needs.</li> </ul> <p><b>2. Maintenance Scheduling and Oversight :</b></p> <ul style="list-style-type: none"> <li>○ Conduct regular inspections of premises, identifying maintenance and repair needs across various systems (security, power, infrastructure, water, waste, etc.).</li> <li>○ Prioritize the safety, health, and wellbeing of students and staff in facility management.</li> <li>○ Ensure maintenance schedules are followed and tasks completed on time.</li> <li>○ Oversee resource use, managing maintenance budgets and project timelines.</li> <li>○ Follow up on all maintenance activities to confirm completion according to schedule and school standards.</li> </ul>

	<p><b>3. Contractor Coordination and Compliance :</b></p> <ul style="list-style-type: none"> <li>○ Act as the primary contact for all maintenance and construction contractors.</li> <li>○ Ensure contractors comply with contracts, internal processes, and control measures.</li> <li>○ Make sure that maintenance schedules are followed</li> <li>○ Verify the necessity and reasonableness of costs for out-of-contract or exceptional work.</li> <li>○ Document and certify reception of contractors' work.</li> <li>○ Monitor contractor performance and safety compliance</li> <li>○ Report contractor performance and operational updates to the Head of Finance and Administration.</li> </ul> <p><b>4. Administrative Responsibilities / Warranty management :</b></p> <ul style="list-style-type: none"> <li>○ Document and organize invoices for all maintenance and electronic purchases and work.</li> <li>○ Maintain up-to-date records of all maintenance activities, from request to completion, including costs and timelines.</li> <li>○ Track warranties for equipment, furniture, and electronics.</li> <li>○ Manage warranty claims and ensure timely service or replacement.</li> </ul> <p><b>5. Reporting and Documentation :</b></p> <ul style="list-style-type: none"> <li>○ Create regular reports detailing all maintenance needs and completed work, including compliance with schedules and internal control measures. Estimate and follow up on maintenance, repair and works budget.</li> <li>○ Track and update all maintenance requests, providing progress reports to staff and the Head of Finance and Administration</li> </ul> <p><b>6. Process Adherence and Improvement :</b></p> <ul style="list-style-type: none"> <li>○ Ensure strict adherence to internal processes for maintenance and procurement.</li> <li>○ Identify potential process improvements to enhance efficiency, service quality, and control compliance.</li> </ul>
<p><b>Skills</b></p>	<ul style="list-style-type: none"> <li>○ Strong technical expertise in maintenance and problem-solving.</li> <li>○ Accountability and responsible management of resources.</li> <li>○ Excellent organizational, administrative, and detail-oriented skills.</li> <li>○ Proficiency in Microsoft Office and facility management software.</li> </ul>

	<ul style="list-style-type: none"> <li>○ Effective communication with staff, contractors, and suppliers.</li> <li>○ Ability to multitask, prioritize, and work independently.</li> </ul>
<b>Other Requirements</b>	<p>Familiarity with the French education system or working in an international school setting is a plus.</p> <p>Language skills: Proficiency in Kiswahili and English is preferred. French is a plus.</p>
<b>Qualifications</b>	<p>Education: Degree or diploma in Estate Management, Facilities Management, Technical Services, or a related field.</p> <p>Experience: Minimum of 3 years of relevant experience in facilities, estate, or technical services management, preferably in an educational or similar institutional setting.</p>
<b>Compensation</b>	<p>Remuneration based on experience and policies.</p> <p>This position offers the opportunity to contribute to the effective functioning of the school's facilities, ensuring a safe, well-maintained, and compliant environment for students and staff. The ideal candidate will bring integrity, technical expertise, and accountability to this critical role.</p> <p>Location: French school of Dar Es Salaam Contract Type: Full-time</p>
<b>To apply</b>	<p>To apply, please send:</p> <ul style="list-style-type: none"> <li>- CV</li> <li>- Cover letter</li> <li>- Diplomas</li> </ul> <p>To Mr. Robert ORTUNO, head of the French school of Dar es Salaam: robert.ortuno@frenchschooltanzania.org</p> <p>Mrs. Marjoline BAUD, administrative and financial manager: marjoline.baud@frenchschooltanzania.org</p> <p>By December 13th, 2024.</p>