



Job Title: Facility Manager

Reports to: Head of Administration and Finance

Location: Dar es salaam, Tanzania

Job Summary:

The Facility Manager is responsible for ensuring the smooth operation, maintenance, hygiene, safety, and compliance of the school's facilities. This includes managing technical and maintenance staff, coordinating with contractors, maintaining safety and hygiene standards, ensuring all administrative and regulatory requirements are met, and overseeing the overall security of the school.

The school:

The International French School is an institution offering a French curriculum and welcoming students of diverse nationalities. The school provides a multicultural learning environment that promotes academic excellence, openness, and respect. It is officially accredited by the AEFÉ (Agency for French Education Abroad), ensuring high educational standards in line with the French national education system.

Key Responsibilities:

1. Facilities Management and Maintenance

- Oversee day-to-day maintenance of school facilities, including classrooms, offices, sports areas, and common spaces.
- Plan, budget, schedule, and supervise maintenance activities to ensure the school is safe, functional, and well-maintained.
- Manage internal technical staff team and coordinate with external contractors for specialized maintenance and repair work.
- Evaluate, select, and negotiate with contractors for maintenance, construction, security, and catering services.
- Monitor ongoing works to ensure they are completed according to specifications, deadlines, and budgets.
- Prepare and analyze multiple quotations for maintenance or construction projects to ensure cost-effectiveness.
- Responsible for stock management, including ordering, purchasing, and maintaining proper inventory levels.

2. Hygiene, Safety, and Compliance

- Ensure the school complies with Tanzanian regulations and standards, including fire safety, TBS certification, and other required certificates.
- Monitor hygiene and safety practices across the school, including cleaning standards, waste management, and cafeteria operations.
- Ensure that hygiene measures are properly implemented by Canteen service providers.
- Conduct regular safety inspections and risk assessments to identify and mitigate potential hazards.
- Maintain up-to-date records of all certifications, inspections, and compliance documents.

3. Security Management

- Responsible for the overall security of the school premises, students, and staff.
- Ensure all security systems (e.g., alarms, access control, CCTV, fire safety systems) are functional and properly maintained.
- Propose improvements to enhance security and safety across the school.
- Ensure that proper procedures, installations, and measures are in place at all times to safeguard students, staff, and school property.

4. Administrative Oversight

- Maintain accurate documentation of all facility-related operations, contracts, and maintenance records.
- Prepare reports for the Administration and Finance Department regarding maintenance, safety, security, and hygiene activities.
- Manage budgets related to facility maintenance, contractor services, and safety compliance.

5. Team Leadership

- Supervise and provide guidance to the school's technical and maintenance team.
- Ensure effective communication and coordination among staff, contractors, and administration.
- Promote a culture of safety, efficiency, and accountability within the facilities team.

Qualifications and Experience:

- Bachelor's degree in Facilities Management, Engineering, Building Services, or a related field (preferred).
- Minimum of 3-5 years of experience in facilities management, preferably in educational or institutional settings.
- Knowledge of Tanzanian regulations regarding building safety, hygiene, and certifications.
- Strong leadership, negotiation, and contractor management skills.
- Ability to review and analyze quotations, manage budgets, prioritize multiple tasks, and maintain organized and accurate documentation of important records.
- Excellent communication, organizational, and problem-solving skills.
- Fluency in English and Swahili is required; knowledge of French is an advantage.

Key Competencies:

- Attention to detail and commitment to safety, hygiene, and security standards.
- Strong administrative and documentation skills.
- Ability to work independently and take initiative in solving operational challenges.
- Leadership and team management capabilities.

Contract :

Fixed-term contract of one year

Salary based on experience and qualifications

To apply, please send your CV, cover letter, and any supporting documents to the following address:
raf@frenchschooltanzania.org