



Job description: Facilities Officer (Soft Services)

The Swiss International Scientific School in Dubai (SISD) opened in August 2015 and is a candidate school for all three academic International Baccalaureate (IB) programmes with the goal of becoming an IB continuum school. We seek to inspire students beyond the classroom to become lifelong learners and global citizens of the 21st Century by developing their talents in a multilingual environment. The school currently serves nearly 1000 students up to Grade 10. Grade 11 will open in academic year 2018-2019. Student numbers will eventually rise to a targeted total of about 2200, of whom 300 will be boarding. Our generous, state-of-the art campus with significant sports facilities is located in Dubai Healthcare City.

Job title	Facilities Officer (Soft Services)	Department	Facilities
Start date	TBC	Location	Dubai, UAE
Reports to	Head of Facilities	Position(s) Supervised	N/A

Job Scope	To ensure the effective daily functioning of the facility to provide an efficient and safe working environment for staff/students and their activities. To manage resources, cleaning services, reporting and processes at an outstanding level, to meet the needs of the school.
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Main Duties and Responsibilities	<ul style="list-style-type: none"> • To lead and develop the implementation of a campus cleaning program including day school operations and boarding. • To conduct and document daily and weekly facilities inspections, communicating findings and developing action plans as a result of these findings. • To ensure compliance with health and safety standards and industry codes. • To lead and manage all services such as cleaning, waste disposal, pest control, and cleaning consumable supply. • To negotiate and compare costs for when obtaining quotes from cleaning consumable and equipment suppliers for goods and services to maximize cost-effectiveness. • To performance manage, develop and train cleaning staff, ensuring maximum utilization of the team and regular tracking of performance against targets set. • To develop and implement cost reduction initiatives. • To provide regular and relevant feedback to the Head of Facilities to ensure the school leadership team are aware of critical issues immediately and progress against planned activities.
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	<ul style="list-style-type: none"> • To manage the work of the third party cleaning staff which will include training, instructing and supervising. • To prepare weekly and monthly reports and PPM plan for cleaning. • To establish and maintain housekeeping schedules and assign employees to areas for various housekeeping duties; conduct comprehensive inspection to check the completion of work assignments. • To support school events • To carry out general FM department administration works.
Key Relationships	
Internal	Head of Facilities, Head of Operations and Finance, academic and administration staff.
External	Contractors, Third Parties, Dubai Municipality and other relative government authorities.
Position Requirements	
Education	<ul style="list-style-type: none"> • High School diploma • BICSc cleaning qualification or equivalent • Health & Safety certification • Other relevant courses will be an advantage
Experience	<ul style="list-style-type: none"> • Minimum 5 years of experience in facilities management soft services role essential • School based experience preferred • Proven ability to build strong working relationship, internal and external to the organization.
Competencies	<ul style="list-style-type: none"> • Motivating, developing, and directing individuals • Ability to identify the best people for the job • Inter-culturally aware • Good Interpersonal skills • Good communication skills (written and verbal). • Self-starter • Knowledge of MS Office.
Additional Requirements	<ul style="list-style-type: none"> • Fluent in English, knowledge of Hindi and/or Arabic an advantage. • Boarding house and/or hotels experience will be an advantage.



Salary & Benefits	The salary and benefits package is competitive, will be commensurate with the qualifications and experience of the successful candidate and is in line with UAE Labor Law.
Contract	Unlimited on Free Zone.
Application	<p>Candidates are requested to submit the following documents:</p> <ul style="list-style-type: none">• Cover letter no longer than one page, explaining your strengths as a candidate and why you are interested in this particular position• Current CV/resume not exceeding 2 pages with photograph• A list of 3 professional referees with current contact details (position, phone number and e-mail address) not older than 5 years <p>Please send your application to: hr@sisd.ae</p> <p>SISD is committed to safeguarding and promoting the welfare of all of its employees and students. A police check is a pre-requisite for all appointments</p>