

Facility and Maintenance Officer



Published:	06.01.2021 10:32:18
Deadline:	14.01.2021 23:59:59 The deadline for applications has expired
Salary:	According to the interview results
Work experience:	от 2 лет
Location:	Osh
Type of involvement:	full time
Schedule:	с 8-00 до 16-30

PU Aga Khan Education Services in Kyrgyz Republic

Address

город Ош, ул. Курманжан Датки, 93

Information

Common information

Job purpose

Performs general cleaning and minor maintenance duties in maintaining AKES Units; AKS buildings. Coordinate and oversee the workers who maintain and repair electrical, plumbing, ventilation and other building systems, cleaners, gardener and cafeteria staff, as well as coordinate the work of contractors.

Collaborates with:

Operations Team, CEO, SMT, Head of School and Education Department, Relevant government stakeholders: Fire Company, Water Office, Sanitary epidemiology office, MCHS, Government & Local Authorities, 3rd party services providers, construction contractors, supervisors in the field of construction, other structures related to the field of construction and education.

Qualification requirements

- Bachelor's degree or at least technical Diploma/Certificate.
- At least 3 years of relevant work experience in a technical, technological or engineering, high preferable is given to candidate who has engineering experiences and technical service for buildings.
- Advance written and verbal communication skills in local language and Russian is preferable.
- Be a person of integrity to handle confidential or sensitive information
- Customer service focused with excellent interpersonal and team skills
- Ability to work with people from diverse background
- Strong time management and organizational skills, ability to multi-task and give attention to detail.
- Motivated, hardworking, and flexible to work in changing environments, including work after regular office hours
- Eager to learn new things and ready to contribute beyond normal routine tasks
- Committed to the ideals and ethos of the AKDN

Duties

- Maintenance and fixing of all MEP (Mechanical, Electrical and Plumbing) related matters in all AKES KG based units including take care of utilities.
- All cleaning related jobs and dealing with relevant staff members.
- Advice and support for procurement of maintenance items.
- Maintenance of stocks/inventory of equipment and supplies relevant to your jobs.
- Management of Cafeteria and arrangement of food & refreshments for all workshop, meetings and events (initially from outside and then internally once our Cafeteria has reasonable menu and offers available and ability to manage).
- Maintenance of landscaping / Gardens of all units.
- Attend all meetings in School and Central Office as and when you are invited and requested for.

- Provide support to AKES senior management on any Govt documentation related matters, as and when needed and requested for
- Provide technical supervision of all repair work and be directly responsible for the quality of work accepted and their maintenance.

Conditions

This is a managerial position that requires commitment to work under pressure and with flexible working schedule. It may require this person to work beyond usual working hours during financial reporting cycles.

All interested candidates are requested to submit a cover letter and resume via email to tojijahon.qurbonkhonova@akdn.org & baktygul.babakulova@akdn.org or submit hard copy to Kurmanjan Datka 93, AKS building, Osh city, Kyrgyz Republic. from Monday to Friday by January 14, 2021.

Please note that only shortlisted candidates will be acknowledged and contacted.

Documents received beyond the deadline will not be eligible for consideration.

About company

Aga Khan Education Services (AKES) is one of four agencies of the **Aga Khan Development Network (AKDN)** supporting activities in the field of education.

AKES currently operates more than 200 schools and several educational programmes that provide quality pre-school, primary, secondary and higher secondary education services to more than 75,000 students in Pakistan, India, Bangladesh, Kenya, Uganda, Tanzania, Kyrgyz Republic, Tajikistan, United Arab Emirates and Madagascar.

The Aga Khan school in Osh, part of the Aga Khan Education Service (AKES), was established in September 2002 and currently provides over 500 students with quality learning experiences in an environment which values diversity and responds creatively to the educational needs of children.

The Aga Khan school strives to create a harmonious balance between academic demands, sporting and cultural activities and community life. It challenges its pupils to be intellectually inquisitive and socially conscious. The School believes that while what students know is important, the true measure of a student's education is the ability to analyze what they do not know.