**WE ARE HIRING**

**FACILITIES MANAGEMENT OFFICER-CIVIL ENGINEERING ASSISTANT POSITION**

The Agricultural Society of Kenya (ASK) invites applicants from qualified candidates to fill in the position.

**Broad Function**

To coordinate all relevant site activities and managing quality of work performed.

**Duties and Responsibilities**

* Assisting the Planning and Maintenance Manager in showground development, maintenance and repair works.
* Provision of the necessary drawings, estimates and bill of quantities for showground’s new works and development.
* Assist in landscaping of the showground.
* Respond to all enquiries to the Planning and Maintenance Manager office with appropriate regular updates.
* Draft routine correspondences for the Planning and Maintenance Manager’s signatures.
* Assist Planning and Maintenance Manager to plan for repairs and maintenance of facilities and co-ordinate with relevant staff-Plumber, Electrician and Carpenter.
* Taking minutes for relevant subcommittees at the Planning and Maintenance Manager office.
* Any other duties as may be assigned by the Planning and Development Manager from time to time.

**Key Result areas**

* Customer satisfaction.
* Continuous process improvement of services offered.
* Timely and quality reports.

**Knowledge and Skills Required:**

The job holder must possess,

* Bachelor’s Degree in Civil Engineering from a recognised institution.
* Registered with the Institute of Engineers of Kenya.
* 3 years’ experience in the work-related areas.
* Knowledge of occupational hazards and safety precautions.
* Must demonstrate high integrity and ethical practice.
* Must demonstrate ability to work independently with minimum supervision.
* Must be able to work under pressure.
* Must be a team player, flexible person, who is willing to learn and able to work flexible hours to achieve goals.

Send your application attaching a detailed CV, copies of certified academic/professional certificates and testimonials, names and contacts of three referees to [careers@ask.co.ke](mailto:careers@ask.co.ke) on or before 20th December 2021. Only short-listed candidates will be contacted. Canvassing will lead to automatic disqualification.