



WE ARE HIRING

FACILITIES MANAGEMENT OFFICER-CIVIL ENGINEERING ASSISTANT

The Agricultural Society of Kenya (ASK) invites applications from qualified candidates to fill in the above position;

Broad Function

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

Duties and Responsibilities

- Assisting the Planning, Development 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, Development and Maintenance Manager office with appropriate regular updates.
- Draft routine correspondences for the Planning, Development and Maintenance Manager's signatures.
- Assist Planning, Development 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, Development and Maintenance Manager office.
- Any other duties as may be assigned by the Planning, Development and Maintenance 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 recognized 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 applications attaching a detailed CV, copies of certified academic/professional certificates and testimonial, names and contacts of three referees to **careers@ask.co.ke** on or before **31st January 2022**. Only short listed candidates will be contacted. Canvassing will lead to automatic disqualification.