

# Maintenance Coordinator – 12 Month Fixed Term Contract

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The Rwanda Institute for Conservation Agriculture (RICA) is a unique and innovative English language institution dedicated to preparing the next generation of agricultural leaders of Rwanda and East Africa. Students at RICA will engage in curricular and co-curricular learning opportunities emphasizing practical hands-on skills, Conservation Agriculture and One Health principles, oral and written communication, leadership, and entrepreneurship.

In an experiential learning environment, students will develop the knowledge and experience necessary for a wide range of careers in agriculture. Students at RICA will gain experience in the six Enterprises that include, Dairy, Poultry and Swine, Row and Forage Crops, Vegetable and Fruit Crops, Irrigation and Mechanization, and Food Processing. All RICA graduates will be innovative problem solvers able to operate farms and ranches, start agribusinesses, assume management roles in cooperatives, NGOs, and other agricultural enterprises, serve their communities as extension agents and technical and policy experts, or take on positions of agricultural leadership in Rwanda.

## **DESCRIPTION**

The Maintenance Coordinator will administer and direct maintenance programs across Infrastructure, including preventative maintenance and ad-hoc responsive maintenance/repair works. The Maintenance Coordinator will be responsible for ensuring that all campus Infrastructure are structural sound, operationally efficient and safe by chasing/driving maintenance checklist completion and job ticket closure. The infrastructure under the Maintenance Coordinator will include Electrical repair inside building, Plumbing inside buildings, buildings and grounds, and FF&E repairs. The role is a hand on and partially administrative (checklists, dashboards, tracking), client-facing (meeting with students/faculty/staff to receive issues and job tickets), and Supervisorial (coordinating specialist engineering teams to complete works in a timely manner).

The Maintenance Coordinator would also be responsible for human resource issues within the maintenance department, coordinating work schedules of other facilities and will act as an administrative support to the Director of Infrastructure. The Maintenance Coordinator will report directly to the Director of Infrastructure. This position is a full-time appointment for a 12-month fixed term period.

## **RESPONSIBILITIES**

- Coordination of Infrastructure departments.
- Establishes priorities for scheduled maintenance services and operations, administer preventive maintenance programs for all campus Infrastructure, and supervises the

performance of emergency and routine maintenance on campus facilities.

- Develop constructive relationships with co-workers, supervisors, peers, and students to presents the goals, objectives, and service philosophy of Facilities Management to the campus community.
- Reduces the likelihood of a significant disruption of campus services provided to the University campus and assures around-the-clock responsiveness to mechanical failures or emergency situations associated with building maintenance.
- Reduces the potential for the loss of campus buildings and facilities as well as the lives of students, faculty, and staff from fire(s) by ensuring that critical system operational procedures are implemented and are in full compliance with current standards and codes.

### **MINIMUM QUALIFICATIONS**

- Bachelor's Degree in one of the following fields: Electrical Engineering, Mechanical Engineering, Electro-mechanical engineering; electronics & Electrical engineering.
- Detailed understanding of electrical systems, plumbing systems, and other systems related to building maintenance and repair.
- Client facing experience and calm under pressure.
- Deep experience of Health, Safety and Environmental procedures and government regulations regarding facilities safety and management.
- Computer literacy (Word, Excel) and writing/reading skills.

### **HOW TO APPLY**

Submit the following documents in English

- Cover Letter summarizing intent and suitability for the position.
- A resume or CV.
- Official degree certificate for highest degree obtained.

**Please combine your resume/CV with your degree certificate as one PDF file before you upload.**

### **Application Link**

<https://rica.bamboohr.com/jobs/>

Review of applications will begin October 31, 2022 and continue until the position is filled.

**Website:** <https://www.rica.rw/>