



Government of the Republic of Trinidad and Tobago
MINISTRY OF FINANCE

The Building Management Unit

Notice of Vacancy

The Permanent Secretary, Ministry of Finance is seeking to invite applications from suitably qualified candidates, for employment on contract, for a period of three (3) years, to fill the following position in the Building Management Unit.

ASSISTANT FACILITIES MANAGER – 1 Position

JOB SUMMARY:

An employee of this class is responsible to the Facilities Manager for the day-to-day facilities management at all buildings under the jurisdiction of the Ministry of Finance. Employee assists in formulating and implementing policy directives and exercises and considerable independent judgment in decision making, especially in the absence of the Facilities Manager. Work is reviewed and evaluated by the Facilities Manager.

MAIN DUTIES AND RESPONSIBILITIES:

- To assist with the supervision of work done by contractors, sub-contractors and other persons from agencies with vested interest in the Ministry's buildings.
- To assist the Facilities Manager in developing short, medium and long term building strategies.
- To assist in preparing draft estimates of expenditure for building maintenance and refurbishing work.
- To assist in developing rehabilitation works for the Ministry's buildings.
- To assist in ensuring that the functional integrity of all buildings, equipment and services of the Ministry is not compromised.
- To assist in the development and maintenance of an effective Building Information Database.
- To liaise with Security Management in cases of emergency evacuation and drills.
- To perform other relevant duties as directed/assigned by the Permanent Secretary or his/her representative.

EXPERIENCE AND TRAINING:

N.E.C. Technician's Diploma in Mechanical/Electrical Engineering with experience in the maintenance of buildings and their services, equipment and rehabilitation/refurbishment or a suitable combination of qualifications, training and experience.

A minimum of two (2) years' experience working at the middle management level in the building/electrical/mechanical field. Knowledge of air-conditioning systems would be an asset.

Interested persons are to submit their applications including a covering letter and Curriculum Vitae, together with copies of relevant academic qualifications, two (2) references and a certificate of good character (or evidence of having applied for same, not older than six (6) months). Applications are to be submitted **by hand**, no later than **Thursday 28th June, 2018** to:

**The Permanent Secretary
Ministry of Finance
Attention: Director of Human Resources
Level 7, Finance Building
Eric Williams Financial Complex
Independence Square, Port of Spain**

We thank all applicants for their interest and advise that only shortlisted candidates will be contacted.



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