



Ambasáid na hÉireann
Embassy of Ireland

Facilities & Resources Manager

Job Description

Background

The Embassy of Ireland in Uganda was opened in 1994, and serves the purpose of advancing relations between Ireland and Uganda and representing Ireland's values and interests in Uganda.

Ireland's current strategy (2016-2020) for Uganda is guided by our foreign policy, 'The Global Island, Ireland's Foreign Policy for a Changing World', and Ireland's policy for international development, 'One World One Future'.

The strategy covers the breadth of the Embassy's work including consular and visa services, cultural promotion, trade and investment promotion, political engagement, and the development cooperation programme, which is closely aligned to the Government of Uganda's second National Growth and Development Plan. A copy of Ireland's strategy is available [here](#).

Reporting

The Facilities & Resources Manager is a member of the Senior Management Team and works closely with the Head of Mission, Office Manager and Administration Staff at the Embassy. The Facilities & Resources Manager reports to the Second Secretary.

Overall Role and Responsibility

The Facilities & Resources Manager supports the Embassy team in providing strong, efficient and effective logistics and facility management, to ensure that the Embassy delivers on its business plan objectives. The core responsibilities are maintenance and security of the buildings, fittings and furniture of the Embassy and the Official Residence, utilities management and fleet management. The position has a supervisory role of drivers, housekeeping and caretaking staff.

Relevant professional experience in facilities, personnel and fleet management coupled with a recognised Business Administration qualification are core requirements to meet the demands of this role.

The Head of Logistics will be responsible for day to day management of the Embassy's facilities and fleet including:

1. Managing and implementing property and fleet management guidelines and policies;
2. Accurate and complete recording of utility usage;
3. Participating in Embassy business planning;
4. Ensuring compliance with relevant Government of Ireland procedures and policies;
5. Supervision and development of drivers and support staff.

Specific Responsibilities:

1. Active engagement in senior management decision-making processes including attendance at senior management meetings.
2. Maintain the Embassy properties; ensuring they are in good condition.
3. Maintain an up-to-date inventory of all Embassy property.
4. Update premises profiles as required.
5. Review of leases and ensuring timely renewal.
6. Ensure the proper implementation of records in vehicle log books.
7. Provide monthly fuel consumption report to the concerned authority.
8. Co-ordinate all security issues to ensure the safety of the staff and property at the chancery, the residence and expatriate staff houses.
9. Review performance of private security firm.
10. Liaise with state police on deployment of VIPPU officers for the security of the Embassy and Official Residence.
11. Ensure that contracts with service providers for office machinery, supplies, fumigation and refuse collection are operational, and renewals are made in a timely manner.
12. Office equipment efficient use, maintenance and repair.
13. Utilities bills verification prior to payment, liaison with service providers to maintain supply, preparation of requests.
14. Store maintenance; stock re-ordering and accountability.
15. Ensure all vehicles are insured, serviced, maintained and daily checks are completed and records updated.
16. Review and implement transport requests
17. Ensure that the monthly fuel bills are reconciled prior to payment.
18. Performance management of staff being supervised: drivers and support staff

Qualifications, Skills, Experience and Competencies Required:

Essential

1. Degree in Business Management or other relevant qualification.
2. Experience in people management.
3. Knowledge of facilities management, the laws/principles governing tenancy agreements.
4. Knowledge of fleet management repair analysis and general vehicle maintenance.
5. Proficiency in the Microsoft suite of applications i.e. Word, Excel, Outlook etc.
6. Proven ability to demonstrate initiative, resourcefulness and perseverance.
7. Good problem solving, decision making skills and analytical abilities.
8. High motivation with a proven ability to work both independently and as part of a team.
9. Strong interpersonal skills and ability to deliver results through a team.
10. Efficient communication and a high standard in English, both spoken and written.
11. Proven ability to work with minimal supervision.
12. Ability to prioritise effectively and work to deadlines.
13. A very high standard of personal integrity.

Desirable

- Previous experience with an international organisation is desirable but not essential.

Interview Process

The shortlisted candidates will undergo a written exercise and panel interview.

The Embassy will not be liable for payment of any expenses as a result of the interview process.

Canvassing will disqualify and will result in a candidates exclusion from the recruitment process. By submitting information electronically, parties accept that data may not be fully secure.

Security Clearance

Police vetting will be sought in respect of individuals who come under consideration for appointment. Enquiries may also be made with the police force of any country in which the applicant under consideration for appointment resided. If unsuccessful this information will be destroyed. If the applicant subsequently comes under consideration for another position, they will be required to supply this information again.

Data Protection

When your application form is received, we create a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 and 2003 and The General Data Protection Regulation (GDPR) (commenced 25th May 2018). To make a request under the Data Protection Acts 1988 and 2003 and the GDPR, please submit your request in writing to FOI Unit, Department of Foreign Affairs and Trade. As per the provisions of the Data Protection Act 1988 and 2003 and the General Data Protection Regulation (GDPR) and subject to the provisions of the Freedom of Information Act, 2014 applications will be treated in strict confidence.

By submitting information electronically, parties accept that data may not be fully secure.

Any personal information submitted to us will only be used for its intended purposes and will be destroyed when no longer needed. Any other processing or disclosure of personal data is not allowed other than in the exceptional circumstances provided for under the Data Protection Acts.

Conditions of employment

The successful candidate must demonstrate a legal entitlement to work and live in Uganda.

The successful applicant will be offered a two year contract including an initial probationary period of six months. The contract will include a requirement for regular performance assessment.

The successful candidate will be based in the Irish Embassy, Kampala and will report directly to the Ambassador. Though Kampala based, the candidate may be required to undertake travel throughout Uganda, especially Karamoja region. Travel and subsistence will be covered in line with the prevailing Embassy rates.

The starting salary for this position is Euro 2,073 (Grade 6.1) per month with an annual increment subject to performance.

The appointment carries no entitlement to the established status in the Irish Civil Service.

Employment with the Embassy will not exempt the successful candidate of any fiscal responsibilities from the Government of Uganda.

The Embassy of Ireland is an equal opportunities employer.