

Center for Career Planning & Placement (CCPP)

Graduate Placement Services (GPS)

JOB VACANCY FORM[©]

IMPORTANT: The information presented in this document can be shared only internally at UAE University!

Job Reference No.: JV330

Company Name: Hamdan Bin Mohammed e-University

Company Type: Government



Job Position/Title:	Head of Facilities	Academic Major:	Civil & Environmental – Architectural – Management
Salary Range:	AED 21,000 – AED 24,500	Years of Experience:	Fresh Graduate
Job Location:	Dubai	Job Type:	Full-time
Nationality:	UAE Nationals	Gender:	Male or Female
Job Description:	• Supervise and inspecting overall facilities at the University. • Supervise installation, maintenance, upgrades and preventive activities of all electrical and mechanicals not limited to furniture, utilities, computers, security systems, signage, fire alarm, landscaping, parking area and campus emergencies, equipment break-downs, usage, operation, etc., belonging to University. • Ensure that all installation and operations are in compliance with the applicable standards. • Ensure appropriate waste management, facilities meet needs of multiple individual projects and coordinate with IT staff for technological needs. • Maintain usage records & invoice clients accordingly. • Monitor, evaluate and review Health and Safety Policy and Practices. • Evaluate a Health and Safety Action Plan and to contribute to the development and delivery of the University Goal. • Work with managers and staff to ensure risk assessments are prepared and reviewed periodically as necessary. • Adhering the standards of (HVAC), electrical and building characteristics. • Manage regular administrative tasks related to Purchase Request, Estimates, Equipment's, etc. • Manage contracts for maintenance services provided by outside vendors . • Supervising the building space utilization allocation. • Supervise renovations and additions. • Monitoring the usage of electricity to optimize effectiveness. • Evaluate and adjust energy expenditures. • Ensure the proper coordination is held with related authorities for fire drills. • Responding appropriately to emergencies or urgent issues as they arise. • Assist in or coordinate the overall planning and decision-making for		

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	maintaining the safety, utility, and appearance of the facilities. • Maintain a building keying system and master keying record of all keys issued to and retrieved from employees.(if any). • Ensure operation, upkeep, and record maintenance of HBMeU vehicles.
Minimum Qualifications:	• Bachelor Degree. • Strong communication skills in both Arabic and English languages. • Effective managerial and organizational skills. • Excellent computer skills.
No. of Positions Required:	1
Job Close Date:	Open Until Filled

To Apply, UAEU Graduates/Alumni should send their CVs to:

s.ismail@hbmeu.ac.ae

And

JN@uae.ac.ae

Please mention "UAE University: Full Name" & "Job Reference No.: JV330" in your email Subject in case we lost your information during filing. Only doc/PDF/Zip files are acceptable.

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