

**Center for Career Placement & Alumni**  
*Graduate Placement Services (GPS)*

**JOB VACANCY FORM®**

**Job Reference No.:** JV767

**Company Name:** Hamdan Bin Mohammed Smart University

**Company Type:** Government



جامعة حمدان بن محمد الذكية  
Hamdan Bin Mohammed Smart University

|                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                             |                                                                                          |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|------------------------------------------------------------------------------------------|
| <b>Job Position/Title:</b>        | Facilities Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Academic Major:</b>      | Management - Supply Chain Management & Logistics - Civil & Environmental – Architectural |
| <b>Salary Range:</b>              | AED 27,000 – AED 32,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Years of Experience:</b> | 2 to 5 years of experience                                                               |
| <b>Job Location:</b>              | Dubai                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Job Type:</b>            | Full-time                                                                                |
| <b>Nationality:</b>               | UAE Nationals                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Gender:</b>              | Male or Female                                                                           |
| <b>Job Description:</b>           | <ul style="list-style-type: none"> <li>• Manage the team consisting of administrative, facilities, health and safety.</li> <li>• Execute the development, revision, and implementation of operational policies and procedures.</li> <li>• Assure replacement and maintenance of electrical and mechanical equipment's, furniture's, etc.</li> <li>• Supervise installation, maintenance &amp; upgrades of all electrical and mechanicals not limited to furniture, utilities, computers, security systems, signage, fire alarm, campus emergencies, equipment break-downs, usage, operation, etc., belonging to University.</li> <li>• Assure that all installation and operations are in compliance with the applicable standards.</li> <li>• Assure appropriate waste management, facilities meet needs of multiple individual projects and coordinate with IT staff for technological needs.</li> <li>• Execute, implement and evaluate a Health and Safety Action Plan and to contribute to the development and delivery of the University Goal.</li> </ul> |                             |                                                                                          |
| <b>Minimum Qualifications:</b>    | <ul style="list-style-type: none"> <li>• Bachelor Degree in Business Administration, Management, Facilities and events Management or any related field from an accredited University.</li> <li>• Strong managerial, organizational and project management skills.</li> <li>• Strong analytical and critical thinking skills and the ability to analyze, summarize, and effectively present data.</li> <li>• Ability to read, understands, follow and enforce safety procedures.</li> <li>• Knowledge of mechanical systems, building materials, and emergency maintenance.</li> <li>• Knowledge of emergency and disaster recovery planning.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                         |                             |                                                                                          |
| <b>No. of Positions Required:</b> | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                             |                                                                                          |
| <b>Job Close Date:</b>            | Open Until Filled                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                             |                                                                                          |

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هام: المعلومات الواردة في هذا النموذج هي فقط لطلبة وخريجي جامعة الإمارات العربية المتحدة ولا يحق نشرها أو تداولها خارج نطاق الجامعة  
**IMPORTANT: The information presented in this document is for UAEU students and graduates only and cannot be shared outside UAE University**

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

**s.ismail@hbmsu.ac.ae**

**JOB NAVIGATOR**

Locating Your Career Path



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