



# OI PEJETA CONSERVANCY

## VACANCY ANNOUNCEMENT

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**17<sup>th</sup> March 2025.**

### FACILITIES MANAGER

#### The Organization

OI Pejeta Conservancy (“OI Pejeta”) is home to a key-one population of the *Critically Endangered* eastern black rhino, and to the last two northern white rhinos in the world. It is the only place in Kenya to see chimpanzees, in a sanctuary established to rehabilitate animals rescued from the black market. It has some of the highest predator densities in Kenya, and still manages a very successful livestock Programme. OI Pejeta also seeks to support the people living around its borders, to ensure wildlife conservation translates to better education, healthcare and infrastructure for the next generation of wildlife guardians.

We are seeking a high calibre, self-motivated and dedicated applicant to fill the position of **Facilities Manager**.

#### Role summary

Position:	<b>Facilities Manager.</b>
Type:	<b>Non - Unionisable.</b>
Reports to	<b>Head of Operations and Technology.</b>
Department:	<b>Operations and Technology.</b>
Location:	<b>Nanyuki, Kenya.</b>
Closing Date:	<b>31<sup>st</sup> March 2025.</b>

#### Role Summary

The Manager, Facilities is responsible for overseeing the maintenance, functionality, and safety of all OI Pejeta Conservancy (OPC) buildings, utilities, and supporting infrastructure. This includes ensuring operational efficiency, sustainability, and compliance with safety regulations while maintaining a high standard of facility upkeep. The role ensures that all OPC premises are well-maintained, energy-efficient, and conducive to the organization’s conservation, tourism, and community initiatives.

#### Responsibilities:

- Facilities Management Oversight:** Develop and implement comprehensive facility maintenance and management plans. Ensure all OPC buildings, utilities, and common areas are in optimal working condition. Coordinate scheduled maintenance, repairs, and renovations across OPC facilities.
- Building Infrastructure Maintenance:** Supervise new construction, repair and maintenance work on OPC's structures, including offices, accommodation, staff housing, and visitor facilities. Ensure all construction and refurbishment projects align with OPC's quality standards and conservation goals.
- Utilities and Water Systems Management:** Oversee the new construction, repair and maintenance of water storage and supply systems including pump houses, water tanks, water troughs and waste management facilities. Implement sustainable water storage strategies and ensure uninterrupted supply to essential points of use.
- Electrical Systems and Energy Efficiency:** Ensure the functionality and safety of all electrical installations within OPC facilities. Lead energy efficiency initiatives, including solarization projects, to optimize power consumption and reduce operational costs.
- Security and Safety Compliance:** Implement and enforce health, safety, and environmental standards across all facilities. Conduct routine inspections to ensure compliance with legal and regulatory requirements. Oversee fire prevention, emergency response planning, and risk mitigation strategies.

6. **Sustainable Facility Operations:** Incorporate environmentally friendly practices into facility management, including solar energy integration, efficient waste disposal, and eco-friendly building materials. Promote sustainability initiatives that align with OPC's conservation objectives.
7. **Vendor and Contract Management:** Supervise external contractors and service providers engaged in facility maintenance, repairs, and construction projects. Ensure all work is delivered within agreed timelines, quality standards, and budget constraints.
8. **Budgeting and Cost Control:** Prepare and manage the facilities Division budget, ensuring cost-effective maintenance and operational efficiency. Identify opportunities for reducing costs through improved resource management and innovative solutions.
9. **Team Leadership and Performance Management:** Lead and mentor the Buildings Team Leader and Electricals Team Leader, ensuring effective delegation, accountability, and team development. Foster a culture of safety, efficiency, and continuous improvement in facility management.

## Qualifications and Skills:

### a) Qualification.

- Bachelor's degree in construction management, facilities management, civil engineering, electrical engineering, building technology or a related field.
- A Master's degree in a relevant field is an added advantage.
- Certification in facility management, health & safety, or energy efficiency is desirable.
- Registration with EBK is mandatory.

### b) Experience.

- Minimum 8 years of experience in facilities management, with at least 3 years in a managerial role.
- Demonstrated expertise in building maintenance, electrical systems, and infrastructure management

### c) Skills

- Strong leadership and team management skills.
- Technical expertise in building maintenance, electrical systems, and sustainability practices.
- Excellent problem-solving and decision-making abilities.
- Strong budgeting and cost-control skills.
- Familiarity with health, safety, and environmental compliance.
- Ability to coordinate multiple projects and contractors efficiently.
- Commitment to OPC's conservation and sustainability mission.

## APPLICATION PROCESS

Interested and qualifying candidates should submit their CV and application letter only to [jobs@olpejetaconservancy.org](mailto:jobs@olpejetaconservancy.org) with the words "**FACILITIES MANAGER**" on the email subject line so as to reach us no later than **31<sup>st</sup> March 2025**.

**OI Pejeta Conservancy is an equal opportunity employer. We encourage applications from individuals of all backgrounds who share our commitment to conservation and community empowerment.**

**Shortlisting shall be done on a rolling basis, and only the shortlisted shall be contacted.**

