



# Job Description

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<b>Job Title</b> Head of Estate and Facilities	<b>Job Location</b> Dar es Salaam	<b>Category</b> -
<b>Job Type</b> Full Time	<b>Job level</b> Manager	<b>Industry</b> Non-profits (NGO)
<b>Open to Expatriates</b> Only Open to Tanzanian Nationals		

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> Non-profits (NGO): 7 Years
<b>Secondary Industry</b> -	<b>Primary Category</b> -	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

Head of Estate and Facilities will be responsible to provide strategic leadership, technical guidance, and operational oversight in the management, maintenance, and development of company's physical assets and infrastructure. The position ensures that all company premises including offices, laboratories, residential units, and utilities across all sites are safe, functional, compliant, and sustainable, thereby supporting the company's mission to advance health research and innovation.

The Estate & Facilities Unit plays a pivotal role in sustaining the company's operational efficiency and research excellence. This role ensures continuous functionality of research and administrative environments, compliance with safety and building standards, and effective long-term planning for sustainability and expansion.

## Responsibilities

- Develop and implement the Estate & Facilities Management Strategy aligned with the company's Strategic Plan and AOP.
- Prepare annual capital and maintenance budgets and monitor performance.
- Advise management on property development and sustainability initiatives.
- Lead implementation of the Estate Services Management Information System (ESMIS).
- Provide input to major company projects and infrastructure policy reviews.
- Plan and supervise preventive and corrective maintenance of facilities and utilities.
- Develop and implement maintenance plans and schedules for all company
- Coordinate internal teams and service contracts for heating, Ventilation and Air Conditioning, power, plumbing, and structures.
- Ensure continuous availability of essential utilities for research operations.
- Maintain building condition reports and maintenance records.
- Manage construction and renovation projects through all stages from design to handover.
- Ensure compliance with codes, standards, and environmental regulations.
- Coordinate consultants, contractors, and engineers to ensure quality and timeliness.
- Prepare project progress and expenditure reports for management.
- Incorporate sustainability and safety principles in all works.
- Manage consumption and efficiency of electricity, fuel, and water.
- Promote renewable energy and environmental initiatives.
- Ensure compliance with NEMC and other environmental authorities.

- Prepare sustainability reports and track efficiency performance.
- Ensure compliance with Occupation health and Safety, Fire Safety, and Environmental Protection standards.
- Conduct risk assessments, and emergency drills.
- Oversee maintenance of fire systems and safety equipment.
- Investigate incidents and ensure corrective action is implemented.
- Promote a culture of safety awareness through training and communication.
- Maintain an updated register of assets and properties.
- Oversee allocation and optimal use of office, laboratory, and housing space.
- Manage staff housing and guest accommodation facilities.
- Supervise title management, leases, and land records.
- Develop TORs and SLAs for outsourced services - security, landscaping, waste.
- Manage vendor selection, contract administration, and evaluations.
- Ensure compliance with institutional procurement procedures.
- Renew and monitor contracts in coordination with Finance and Procurement Units.
- Maintain the Estate Risk Register and ensure mitigation implementation.
- Submit monthly operational and quarterly performance reports to the COO
- Ensure adherence to audit recommendations and internal controls.

## Education & Qualifications

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- Bachelor's degree in civil, Electrical, or Mechanical Engineering, or Facilities Management.
- A master's degree in project management, Engineering Management, or Business Administration is an added advantage.

## Requirements

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- Minimum of seven years' experience in estate, construction, or facilities management, with at least 3 years in a leadership role.
- Experience managing multi-site infrastructure, teams, budgets, and compliance in a research or NGO environment is desirable.

## Characteristics

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- Strong technical understanding of building systems; expertise in project management, budgeting, compliance, and vendor oversight. Proficiency in MS Office, Asset Management systems; excellent leadership and communication skills.
- High integrity and accountability; proactive, results-driven, detail-oriented, collaborative; committed to IHI's values of Initiative, excellence, Integrity, Accountability and Equity

## Reporting To

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Chief Operating Officer

## Driving Licence

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Not Required

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