



Head of Facilities Management Services (Ref No: DDG-CS/H/FMS/04/21)

Background: The International Institute of Tropical Agriculture (IITA) invites applications for the internationally recruited position of **Head of Facilities Management Services (FMS)**.

The International Institute of Tropical Agriculture (IITA) is a not-for-profit institution that generates agricultural innovations to meet Africa's most pressing challenges of hunger, malnutrition, poverty, and natural resource degradation. Working with various partners across sub-Saharan Africa, we improve livelihoods, enhance food and nutrition security, increase employment, and preserve natural resource integrity. IITA is a member of CGIAR, a global agriculture research partnership for a food secure future. Please visit <http://www.iita.org/> for more information on IITA.

We are looking for an experienced Manager who will be responsible for coordinating, planning, and leading all Facilities Management Services (FMS) of IITA, which include Automotive Services, Transport Pool, Building and Grounds, Construction, Electronics, and Instrumentation Services, Heavy Equipment and Fabrication, Refrigeration and Air-conditioning, Power supply and generation, Production of potable water supply to campus, Sewage treatment, Management of a large housing estate of 88 houses/apartments.

The person should be a highly technical skilled, experienced, flexible, forward-looking, and motivated leader who is also not afraid to get her/his hands dirty. A people person with excellent interpersonal skills who can bring our FMS to international standards and provide excellent services for our users.

The successful candidate will be responsible for preserving the good condition of infrastructure and ensuring that facilities are safe and well functioning. The ideal candidate will be well-organized, up to date with modern technologies, especially greener ones, and optimize the use of space and equipment while reducing operating costs.

The Head of FMS reports to the Deputy Director-General for Corporate Services.

Position Responsibilities

The Head of FMS will:

- Lead and coordinate Facilities Management Services.
- Manage and lead the FMS teams: Automotive Services, Transport Pool, Building and Grounds, Construction, Electronics and Instrumentation Services, Heavy Equipment and Fabrication, Refrigeration and Air-conditioning, Power supply and generation, Production of potable water supply to campus, Sewage treatment, Management of a large housing estate of 88 houses/ apartments.
- Supervise, develop, appraise, and retain staff to deliver services in a client-focused, efficient and effective manner.
- Prepare work schedules and outline work assignments.
- Plan and coordinate training for staff to ensure they have the knowledge and skills needed for operating and maintaining current and future systems and technologies.
- Lead on preventive maintenance programs for laboratory analytical instruments, office equipment, housing infrastructure, systems, vehicles, HT power grid distribution network, and heavy earth-moving equipment.

- Utilize in-house technical skills and technologies and propose outsourcing wherever it will be economical and technically feasible.
- Assist in preparing technical feasibility studies and cost estimates on new projects.
- Oversee construction projects and liaise on infrastructure, equipment, and vehicles.
- Ensure the safety and security of all installations and take responsibility for health and security standards.
- Coordinate the proper functioning of the FMS central helpline staff and act as a liaison between FMS and other service units, clients, suppliers, etc.
- Review and approve purchase requests. Maintain inventory and ensure adequate supply of materials, parts, and related equipment and supplies in collaboration with the Supply Chain/ Procurement unit, by proposing and adjusting Re-Order Level (ROL) of critical items.
- Manage capital and operational budgets as well as plan and monitor expenditures.
- Take part in the One CGIAR Business Operations Community of Practice to leverage collaborative and shared services.
- Perform any other job-related duties as may be assigned by the Supervisor.

Educational Qualifications

The candidate should have a minimum of BSc or an equivalent degree in Engineering, Facilities Management, or a related field.

Core Competencies

- Relevant work experience of at least 10 years, in an international, multicultural organization or company, with experience in Africa, preferably Nigeria.
- Expertise in at least three (3) of the service areas, one of which should preferably be civil or building structures with adequate experience in modern construction practices.
- Excellent working knowledge of current and future technologies, including renewable energy solutions.
- Strong technical and practical skills.
- Strong problem-solving and project management skills.
- Knowledge of basic accounting and finance principles.
- Strong critical/analytical thinking and decision-making skills.
- Excellent leadership and people management skills, with Gender, Diversity, and Inclusion understanding and strong cultural awareness.
- Excellent interpersonal skills.
- Fluency in English with excellent verbal and written communication skills; working knowledge of French would be an advantage.

Duty Station: IITA Headquarters, Ibadan, Nigeria.

General information: The contract will be for an initial period of three years. IITA offers an internationally competitive remuneration package paid in US Dollars.

Applications: Applications must include a cover letter, which should address how the candidate's background/experience relates to the specific duties of the position applied for, curriculum vitae, names and addresses of three professional referees (which **must** include either the Head of the applicant's current or previous organization or applicant's direct Supervisor/Superior at his/her present or former place of work). The application should be addressed to the Head, Human Resources Service. Please complete our online application form using this link: <http://www.iita.org/careers>

Closing Date: The position will remain open until a suitable candidate is found.

IITA is an equal opportunity employer and is committed to building a diverse workforce, particularly welcoming applications from women.

While all applications will be acknowledged, please note that only shortlisted candidates will be contacted.