



OFFICE OF THE CLERK OF PARLIAMENT  
PARLIAMENT OF THE REPUBLIC OF SIERRA LEONE  
PARLIAMENT BUILDING  
O&U DRIVE, TOWER HILL  
FREETOWN



E-mail: [apply@parliament.gov.sl](mailto:apply@parliament.gov.sl)

Job Title: Facility Officer  
Job Grade: 7  
Institution: Parliament  
Location: Parliament Building, Tower Hill, Freetown  
Reports to: Director of Human Resources  
Supervises: (No supervisory role)

### Job Description

Report any serious maintenance problems, unusual findings, or safety hazards immediately to the supervisor. Coordinate with, monitor, and supervise outside vendors to resolve large-scale engineering problems

Completes repairs to include, concrete patching, lighting repair, caulking, sign install and removal, pressure washing, changing of light bulbs, and mechanical repair

Assists in cleaning and maintenance of parking lots by ensuring contractors fulfill their contractual obligations. Performs tasks with electrical and hand tools to include installation of signs, and general maintenance of Parliament structure.

Must be able to effectively use hand tools necessary for successful project outcome.

### Duties and responsibilities

- Assist with the planning and implementation of a new facilities and maintenance strategy currently being rolled out with particular emphasis, on quality management, risk reduction, budget management and providing leadership where required.
- Implement a strategy to ensure appropriate plans are in place to reduce risk and increase resilience in the area of facilities and maintenance management in line with overall Parliamentary objectives
- Coordinate all day-to-day maintenance and grounds activities with particular emphasis on strategic planning of planned preventative maintenance, grounds maintenance activity and reactive maintenance plans.
- Provide Input into the specification writing and the tendering process and to subsequently manage the delivery of the agreed services provided by Contractors and their subcontractors; reported and complied with and service level agreement obligations are achieved.
- Assist with the development of an annual maintenance and grounds budget for approval by the Team and subsequent maintenance expenditure which includes obtaining quotations, and signing off invoices in line with procurement requirements.



OFFICE OF THE CLERK OF PARLIAMENT  
PARLIAMENT OF THE REPUBLIC OF SIERRA LEONE  
PARLIAMENT BUILDING  
O&U DRIVE, TOWER HILL  
FREETOWN



E-mail: [apply@parliament.gov.sl](mailto:apply@parliament.gov.sl)

- Ensure effective programming of planned preventative maintenance and lifecycle.
- To participate in all aspects of training and development as directed and to use learning opportunities to develop personal skills necessary to improve effectiveness, efficiency and service delivery.

## **JOB SPECIFICATION/REQUIREMENTS**

### **Education and Experience**

- Bachelor's degree in Facilities Management, Facilities Engineering or related qualification such as project management, business management or construction management
- working knowledge of principles and practices of project management
- working knowledge of principles and practices of business administration
- working knowledge of human resource management principles and practices
- working knowledge of electrical and mechanical systems
- working knowledge of procurement and contracts
- sound knowledge of health, safety and environmental regulations
- experience in construction, maintenance and all facets of facility operation
- supervisory experience
- solid computer and systems knowledge

### **Competencies**

- communication skills
- planning and organizational skills
- negotiation skills
- problem analysis
- decision-making
- judgment
- customer service orientation
- adaptability
- team work