



FACILITIES AND MAINTENANCE MANAGER

Department: Estates and Facilities Unit

Location: Central University, Accra, Ghana (Miotso Campus)

Employment Type : Full-time

Reports To: The Registrar

About the Role

The Facilities and Maintenance Manager shall oversee the effective operation, maintenance, safety, and sustainability of all university facilities and infrastructure to ensure a conducive environment for teaching, learning, research, administration, and accommodation purposes.

This role sits at the intersection of operations, compliance, and people management. You'll manage technicians, contractors, and budgets while keeping downtime low and costs in check.

Key Responsibilities

1. Operations & Maintenance

- i. Develop and execute preventive and corrective maintenance programs for buildings, electrical, HVAC, plumbing, lift, generators, and water systems.
- ii. Coordinate daily facility inspections and respond to work orders from faculties, hostels, and admin units. Ensure minimal disruption to academic activities during repairs and projects.

2. Project & Contractor Management

- i. Supervise outsourced contractors for construction, renovation, cleaning, security systems, and landscaping.
- ii. Prepare scope of work, evaluate bids, and monitor contractor performance against SLAs.
- iii. Manage small to medium capital projects from planning to handover.

3. Health, Safety & Compliance

- i. Ensure facilities comply with Ghana Fire Service, EPA, Ghana Standards Authority, and university safety policies.
- ii. Maintain records for fire equipment, electrical testing, lift certifications, and waste disposal.
- iii. Lead emergency response protocols for power outages, water failures, floods, and fire incidents.

4. Budget & Resource Management

- i. Prepare annual maintenance and utilities budgets; monitor expenditure and report variances.
- ii. Track utilities consumption and implement energy and water efficiency initiatives.
- iii. Manage inventory of tools, spare parts, and facility supplies.

5. Stakeholder & Team Leadership

- i. Supervise in-house technicians, cleaners, and support staff; set KPIs and conduct performance reviews.
- ii. Liaise with Deans, HODs, Student Affairs, and Estate Office to prioritize needs.
- iii. Maintain a service-oriented culture with clear response times and communication.

6. Strategic Planning & Policy Development

- i. Develop long-term campus maintenance and infrastructure improvement plans.
- ii. Support the University's expansion and capital development agenda.
- iii. Develop and implement facilities management policies, SOPs, and maintenance standards.
- iv. Conduct facility risk assessments and implement mitigation measures.

Required Qualifications & Experience

- i. **Education:** Bachelor's degree in Building Technology, Mechanical/Electrical Engineering, Architecture, Facilities Management, or related field. A master's or membership of relevant professional bodies such as GhIE, GhIS, IFMA, PMP, PRINCE2, or equivalent professional institutions shall be an advantage.

- ii. **Experience:** Minimum of five (5) years' relevant post-qualification experience, with at least three (3) years in a supervisory or managerial role within a university, hospital, corporate, or comparable institutional environment.
- iii. **Technical Skills:** Working knowledge of building systems, HVAC, electrical, plumbing, and BMS. Familiar with CAFM/CMMS software and MS Office.
- iv. **Regulatory Compliance:** Knowledge of Ghanaian building codes, Occupational health and safety regulations applicable in Ghana, and Ghana Labour Act and workplace safety regulations
- v. **Soft Skills:** Strong leadership, negotiation, budgeting, and problem-solving skills. Able to work under pressure during emergencies.
- vi. **Core Competencies**
 - Leadership and Team Management
 - Strategic Thinking
 - Project Management
 - Vendor Management
 - Communication and Stakeholder Engagement
 - Emergency Response Coordination
 - Analytical and Financial Management Skills

Key Performance Indicators

- i. Facility uptime and response time to work orders
- ii. Maintenance cost per sqm vs budget
- iii. Compliance audit pass rate
- iv. User satisfaction scores from faculties and students
- v. Energy/water savings achieved year-on-year
- vi. Average response time to maintenance requests
- vii. Percentage reduction in downtime
- viii. Preventive maintenance compliance rate
- ix. Utility cost reduction targets
- x. Contractor performance compliance rate

Working Conditions

- i. Based on campus with regular site visits across multiple buildings.
- ii. On-call for emergencies outside normal hours.
- iii. Physically able to inspect roofs, plant rooms, and confined spaces.
- iv. The role may require periodic inspection of technical and restricted-access facility areas.

What We Offer

- i. Competitive salary and university benefits package.
- ii. Professional development and training opportunities.
- iii. Opportunity to shape the physical environment for 10,000+ students and staff.
- iv. Opportunity to contribute to the development and sustainability of the University's physical infrastructure and learning environment.

How to Apply:

- Download the Employment Application Form from CU's website <https://central.edu.gh> or the Human Resource Directorate
- Complete and attach relevant documents such as Cover Letter, CV, Certificates, and Reference Letters
- Submit to the Human Resource Directorate, Central University, Miotso
- Deadline for submission of applications is Friday 3rd July 2026

N.B.:

- Only shortlisted candidates will be contacted for assessment and interview.
- Central University is an equal opportunity employer and encourages qualified persons to apply.

