



SUPERVISOR ESTATES MANAGEMENT

SCOPE OF RESPONSIBILITIES

To support the Head of Human Resources and Support Services in ensuring that all aspects of Estates Management always meet the needs of the company.

REPORTS TO: HEAD HUMAN RESOURCES & SUPPORT SERVICES

SUPERVISES: BUILDING & MAINTENANCE OFFICER, SECURITY OFFICER

RESPONSIBILITIES

Strategy & Planning

Understanding the purpose, strategic intent and tactical plans for the Company in order to determine medium to long term estates management needs (land & buildings, utilities, equipment, maintenance personnel etc.)

Sub tasks

- Work with the Marketing team to understand Uganda Clay's brand and to develop ideas for showcasing the company's products
- Evaluating the Organisation's facilities in order to determine fitness for purpose, including:
 - Power, electrical and equipment needs and energy use at all sites
 - Water supply and waste management
 - Buildings
 - Security
- Annually prepare a maintenance and replacement/investment plan for the department (focused on 2-3 years)
- Advising the HHRSS and Management on matters relating to the Company Estates; this includes writing strategy proposals and business case assessments

Supervision of Site Development Projects

To oversee the planning, design, and implementation of site development/construction projects, ensuring that project outcomes are accomplished in a timely and cost-effective fashion.

Sub Tasks

- Liaising with stakeholders in order to determine desired outcomes and customer requirements for the project; liaising with the Marketing Department to plan how new building work can best showcase the Uganda Clays brand.
- Work with the Procurement Manager and HHRSS Managers to identify and procure qualified and competent consultants and contractors; ensuring that the bidding process is conducted according to the right procedures.
- Ensuring that detailed plans, BOQ, and budgets are drawn up; ensuring that deliverables, standards and timelines are clearly articulated
- Managing contractors/consultants to ensure compliance with plans and agreed standards for quality, safety, schedule and budget; taking assertive corrective action on non-compliance and swiftly informing the HHR&SS in case of any difficulties
- Signing off on acceptable completion of the job for final payments or identifying corrective work required from the Contractor

Land and Buildings Maintenance

To ensure that all Company land, buildings and facilities are well managed and maintained to high standards of attractiveness that will showcase Uganda Clays brand:

Sub Tasks

- Work with the Company Secretary to ensure that all Company land is secure and maintained without trespassers and encumbrances.
- Carry out regular inspection visits to all Uganda Clays' Factories and Outlets with a check list for ensuring safety and maintenance of assets.
- Planning the work of the Building & Maintenance Officer, and procuring contractors as and when necessary, in order to ensure that facilities are well maintained.
- Ensuring continuity of electrical and water supply to all Uganda Clays locations with all installations being safe, secure and adequately protected from the effects of surges, lightning strikes and other natural disasters:
 - Liaising with the utilities companies in order to ensure safety and compliance.
 - Ensuring that adequate power back-up resources are in place and fully functional at all locations (generators, UPS, inverters etc.)
 - Engaging appropriately competent contractors and supervising their work to ensure quality and safety compliance
 - Work with the HSE Officer to ensure clean water supply to UCL Factories and Outlets and that waste is well managed.

Security

To ensure that the land, buildings and property of the Uganda Clays are always kept secure:

Sub Tasks

- Ensuring that there is an effective system in place in each location for locking and unlocking of buildings – that buildings are opened at the start of the day, securely locked at the end of the day, and that keys are stored safely.
- Supervising the Security Officer and the Security Guards to ensure that all locations are always effectively guarded; whilst giving customers a warm welcome and efficient service
- Being vigilant in order to notice and report any security hazards, or any actual thefts to the HR & Administration Manager
- Regularly checking perimeters at all locations to ensure security (ensuring repair of any damage to fences and gates, regularly checking for overhanging branches and ensuring swift removal etc.)

To carry out other duties as requested by the Head of Human Resources and Support Services

REQUIREMENTS OF THE ROLE

Educational Qualifications:

- Bachelor's degree in Civil Engineering OR
- A Higher Diploma in Civil Engineering backed by significant experience

Job related experience and knowledge:

- A minimum of four years' experience in active building and maintenance
- Health and Safety management skills
- People management and influencing skills
- Excellent oral and written communication skill.

COMPETENCIES

Competency	Level 1 <i>Standard</i>	Level 2 <i>Specialist</i>	Level 3 <i>Team Leader</i>	Level 4 <i>Leadership</i>
Customer Service			✓	
Getting Work Done			✓	
Learning			✓	
Decision Making and Initiative			✓	
Quality & Safety			✓	
Thinking and Problem Analysis			✓	
Self-Management			✓	
Relationship Management			✓	
Communication and Information Handling			✓	
Resource and Business Management			✓	

SIGNATURES

Name of Job Holder:	Signature(s):	Date:
Name of Supervisor:	Signature(s):	Date:

How to Apply:

- a. Review complete job descriptions by visiting www.theleadershipteam.org
- b. Please make applications by clicking on the link: <https://bit.ly/3nb9wj8> and follow the instructions.
- c. Applicants are strongly advised to read the full job description before submitting their application. Deadline for all submissions is 20th December, 2020.
- d. Please note that only successful candidates will be contacted.