



## **POSITION: FACILITIES CO-ORDINATOR SI**

Reporting to the Country Manager, you will be responsible for the following:

### **You will have;**

The core function and scope of the Facilities Coordinator Solomon Islands is to manage, build and lead the Solomon Islands Facilities team:

- Manage the Facilities section within the region.
- Conduct Facility inspection to ensure that all facilities meet Bmobile Vodafone standards
- Coordinate all repairs for Bmobile facilities and vehicles in the region.
- Provide monthly Facility and Vehicle Maintenance cost report to the Group Facilities Manager.
- Organize all grass cutting for remote sites in the Region.
- Develop a key register for each site and conduct 6mthly audits,
- Hold a maintenance log for each site.
- Develop a POR/PO register for monitoring of POR/PO's submitted for Facility Managers signature and submission to finance.
- Documentation and Reporting of all fuel used by vehicles in Solomon Islands.
- Ensure all vehicles are registered and serviceable for intended use.
- Ensure all staff using company transportation are correctly licensed and have read & signed the company vehicle policy.
- Any other duties as directed by the Group Facilities Manager/Country Manager

## **SELECTION CRITERIA**

### **Essential:**

- Tertiary qualification in relevant discipline
- 5 years' experience in a supervisory role
- Ability to make Decisions under pressure
- Good commercial and business understanding
- Proficient in computing – Microsoft Office program (Word, Excel, internet, email)
- Fluent in both Pidgin & English both verbal and written.

### **Desirable:**

- Hold a current SI Government Driver's License

- Experienced in working in a multicultural environment
- Ability to foster team oriented goals.
- OHS&E oriented and aware

### **Benefits**

Competitive remuneration in line with experience and qualifications.  
All applications will be treated with the strictest confidence.  
Bmobile-vodafone is an Equal Opportunity Employer.

Please direct all applications to;

Email address: [jobs@bmobile.com.sb](mailto:jobs@bmobile.com.sb)

**Or**

Drop off your application at our Head Office, located Grand Plaza (Top floor

Addressed to:

The Country Manager  
Bmobile Solomon Islands Limited  
PO Box 2134  
Honiara Solomon Islands

**Label: Position Name**

Closing date for applications will be on *Friday 2<sup>nd</sup> March 2018*  
*Only shortlisted candidates will be contacted*