



OFFICE OF THE DEPUTY CHIEF SECRETARY

CAREER OPPORTUNITY

FACILITIES OFFICER

The incumbent is required to assist in developing and implementing a facilities and equipment maintenance and upgrade programme. Duties include inspecting facilities and equipment for deficiencies; assisting in property acquisitions; preparing scopes of work and cost estimates; space planning and utilisation; assisting in preparing tenders; monitoring contractors performing maintenance and repair services and preparing reports on facilities management activities.

Experience/training:

- Minimum of two (2) years' experience in facilities management.
- Training as evidenced by the possession of a recognised Bachelor's degree in Civil/Structural/Constructional/Electrical Engineering or a related discipline or in Management or related discipline from a recognised institution.

OR

- Minimum of four (4) years' experience in facilities management.
- Training as evidenced by the possession of a Technician's Diploma or its equivalent in Civil/Structural/Mechanical/Electrical Engineering or a related discipline or Certification in Facilities Management/Management or related discipline from a recognised institution.

Visit www.tha.com for full job description.

DEADLINE FOR SUBMISSION: JANUARY 31ST, 2023
EMAIL APPLICATIONS TO: ODCSHR@ODCS.GOV.TT

Unsuitable applications will not be acknowledged.