



مدرسة الخور الدولية  
AL KHOR INTERNATIONAL SCHOOL



## **Estates and Facilities Officer - Housing, Transport and Facilities**

Al Khor International School is one of the largest international schools in the Middle East with over 4,000 students. We are owned by RasGas and Qatargas, the world's two largest producers of liquefied natural gas. The school has exceptional facilities and is located within Al Khor Community.

We are now inviting applicants for the post of Estates and Facilities Officer with an immediate start.

### **Responsibilities**

- Coordinate and direct activities of staff housing, student's daily transportation, and contractors engaged in operating and maintaining facilities at AKIS.
- Ensure facilities are safeguarded and well maintained in compliance with facilities management standards and policies.
- Conduct day-to-day operations pertaining to estates and facilities management, ensuring work processes are implemented in compliance with standards and procedures following AKIS quality standards.
- Update the assets inventory, including data entry.
- Conduct regular site visits of bus routes within the community ensuring safe and timely operation.
- Inspection of AKIS' staff accommodation pre- and post- occupancy.
- Conduct scheduled routine inspections of buildings and facilities in order to ensure their continuous operational availability in line with the required quality standards.
- Monitor the quality of the services provided by the transportation contractor as well as the female bus monitor, promptly resolving issues as they arise.

### **Requirements**

- Good working knowledge of processes and procedures in facilities / planning applications.
- 8 + years of experience working as a coordinator/ controller in a facilities management environment or in housing
- Transport supervisory experience is preferred.
- Full knowledge of Microsoft Office applications.

This is a great opportunity to join an international school that is building on its already successful results and reputation, and is committed to becoming an outstanding school and centre of excellence in the region.

To apply, please send your CV to [recruitment@akis.sch.qa](mailto:recruitment@akis.sch.qa).

To view all our current vacancies please visit our website: [www.akis.sch.qa](http://www.akis.sch.qa).

*The deadline for receipt of applications is **12 September 2016**.*

*Only shortlisted candidates will be contacted.*