



Date: 14/05/2025

To strengthen our team, we are looking for the earliest possible date for a

CARE TAKER - FACILITY MANAGER

Your main tasks are:

- Regular inspection of the school buildings
- Supervision of maintenance works
 - o Coordination and oversee of school maintenance, repairs and renovations
 - o Ensuring compliance with safety regulations
 - o Maintain a log of maintenance and repair activities
 - o Manage inventory of maintenance supplies and equipment
- Perform routine maintenance tasks such as light repairs, paintings, equipment maintenance and general facility management
- Ensure the correct efficient functioning of the buildings such as cooling, lighting and security systems
 - o Monitor energy usage and report to Head of Administration
- Ensure that safety systems are regularly tested and maintained
- Supervision of Gardeners and Cleaners
 - o Ensure the cleanliness and hygiene of classrooms, corridors and common areas
 - o Monitoring and ordering of cleaning and gardening materials
 - o Monitor schedules
- Respond promptly to school-related emergencies and issues
- Obtain offers from different companies, going for proforma invoices
- Coordination, communication and negotiation with contract workers
- Planning of maintenance and service works and reporting to Head of Administration
- Planning for works being done in holidays in cooperation with Head of Administration and Head of School
- Assist in the set-up and breakdown of events and activities
- Prepare reports on facility operations and maintenance activities
- Promoting an environmental-friendly facility "sustainability"

Your profile:

- Proven experience in facility or maintenance management
- Strong technical knowledge in building systems (e.g., lighting, cooling, safety systems)
- Ability to coordinate and supervise maintenance, repairs, and external service providers
- Strong organizational and communication skills; ability to work independently and handle emergencies
- Commitment to cleanliness, safety, and sustainability across the school facilities



We offer:

- Attractive and varied field of work in a committed, open-minded and multicultural team
- Opportunities to shape the optimization of school administration and to participate in school development
- Further training opportunities
- Attractive working conditions and an attractive salary

Please send your application including salary expectations by e-mail to administration@dis-accra.org by 31.05.2025 at the latest.

We look forward to receiving your application.



Ring Road Central
P.O. Box 30326 K.I.A. Accra, Ghana



+233 30 222 3522



www.gis-accra.org



administration@dis-accra.org