



ICRC

The International Committee of the Red Cross (ICRC) is an impartial, neutral and independent organization whose exclusively humanitarian mission is to protect the lives and dignity of victims of armed conflict and other situations of violence and to provide them with assistance. The ICRC also endeavours to prevent suffering by promoting and strengthening humanitarian law and universal humanitarian principles.

EMPLOYMENT OPPORTUNITY PREMISES MANAGER (SOMALIA)

About the Job

Premises Manager is in charge of ICRC premises and infrastructure in Somalia delegation. This role includes managing physical infrastructure, ensuring the safety of all ICRC premises, supervising construction works, and handling contracts with external service providers to ensure smooth operation in all facilities across Somalia.

This is a national/resident position based in Somalia.

Duties and Responsibilities

- Supports the Finance and Administration (F&A) Department in planning, designing, and implementing engineering projects for offices, residences, or warehouses in all sites of Somalia.
- Assesses structures, plans, and supervises all necessary construction and rehabilitation work, ensuring compliance with ICRC standards; Structural, Electrical Safety program (ESAP) and Passive Security.
- Provides on-site supervision of engineering projects, including the assessment of needs, and planning of new projects.
- Collaborates closely with the F&A Manager and ESAP department to align projects with ICRC standards and security measures.
- Maintains relationships with external stakeholders and service providers involved in the implementation of projects, reporting to line management on progress and challenges.
- Identifies accommodation and office space needs, analysing premises setup, including passive security measures, and proposes improvement or corrective actions as needed.
- Coordinates and supervises the maintenance of all premises and infrastructure, including the management of external contractors and service providers.
- Oversees the procurement of necessary materials and supplies, working with logistics staff to maintain relevant stocks and control costs.
- Manages and supervises the Premises Maintenance Team, planning and coordinating projects across all sites in Somalia, and ensuring efficient execution.
- Leads the selection, training, and coordination of external service provider teams, ensuring they meet project standards and deadlines.
- Develops and improves processes and procedures to increase efficiency, reduce costs, and enhance project outcomes.
- Actively participates in workspace planning and evolution, contributing to the overall success of engineering projects by coordinating with other departments (Water &Habitat, Security and ESAP).
- Serves as the focal point for contacts with service providers involved in project design, implementation, and monitoring.
- Plans and schedules site visits across Somalia to assess and oversee the condition of premises, infrastructure, and passive security measures.
- Develops and implements maintenance work plans, including routine inspections, repairs, and upgrades, while coordinating with external contractors and ensuring quality control.
- Prepares designs, drawings, bills of quantities, and work progress schedules for maintenance and construction projects.
- Ensures compliance with ICRC safety regulations and environmental standards during all construction and repair activities.
- Monitors project progress, quality, and costs, addressing any issues or deviations from plans promptly.
- Conducts final inspections and quality checks to verify that all work meets established standards and specifications.
- Assesses and recommends improvements to the passive security condition of premises.
- Leads the sourcing and management of contractors, negotiating contracts, and maintaining an updated list of approved providers.
- Provides technical oversight on all engineering documents, including BoQs, layouts, diagrams, estimates, and contracts.
- Ensures electronic archiving of all project data and maintains accurate records for future reference.
- Develops a network of reliable service providers, monitors project-related issues (technical and security) and makes recommendations for improvement.
- Delivers technical training to team members and end-users as required, ensuring that all projects are executed according to ICRC financial and logistical procedures.

Minimum qualifications and required competencies

- Bachelor's degree in Civil Engineering, Construction Management, Architecture, Mechanical Engineering
- 6 years progressive experience in a related field of activity
- Proficiency in use of AutoCAD is a must and knowledge of other design software is desirable.
- Experience in supervising contractors
- Detail-oriented, highly organized and practices strict adherence to timelines
- Excellent planning and reporting skills
- Computer proficiency especially in MS office suite
- Excellent knowledge and thorough understanding of context
- Team leadership skills and ability to work independently.
- Excellent command of written and spoken Somali and English
- Computer proficiency especially in MS office suite
- Flexibility and willingness to travel extensively in Somalia.
- Excellent knowledge of political, economic, social, and cultural environment of this region

We Offer

- A challenging job opportunity within a dynamic work environment in an international humanitarian organization
- Training and development opportunities
- A competitive salary with benefits, based on the ICRC Compensation and Benefits framework

How to apply

Apply by sending your cover letter and CV addressed to the **Human Resources Manager, ICRC Somalia Delegation**, on the email address sokrecruitment@icrc.org. Your cover letter *must* indicate your current salary and your expected salary range. The closing date is **9th September 2024**. **Clearly indicate the position title PREMISES MANAGER - SOMALIA in the subject line of your email message**. **Female candidates are encouraged to apply.**

NOTE THAT ONLY EMAILED APPLICATIONS WILL BE CONSIDERED.

Please note that only short-listed candidates will be contacted and canvassing will lead to automatic disqualification. Any enquiries about the position should be addressed to sokrecruitment@icrc.org.

Click on the link for information on data protection: [Personal data protection information](#)

The ICRC values diversity and is committed to creating an inclusive working environment.