



Job Title: Facility Manager

Organisation: TY Danjuma Foundation

Location: Abuja, Nigeria

Job Type: Full-time

Job Summary:

The Facility Manager will be responsible for overseeing all aspects of the TY Danjuma Foundation's ten-floor office building, ensuring a safe, efficient, and well-maintained environment for staff, tenants, and visitors. This includes managing the building's infrastructure, systems, and services, as well as the unique requirements of the rooftop restaurants and ground-floor conference rental spaces. The ideal candidate will be a proactive, highly organised, and technically proficient professional with a strong focus on operational excellence, cost efficiency, and customer satisfaction.

Key Responsibilities:

1. Building Operations & Maintenance:

- Develop, implement, and manage a comprehensive preventive maintenance program for all building systems, including HVAC, electrical, plumbing, elevators, fire suppression, security, and IT infrastructure.
- Oversee routine repairs, inspections, and troubleshooting of facility equipment and systems.
- Coordinate and supervise all maintenance activities, ensuring timely completion and adherence to safety standards.
- Manage and optimize energy consumption across the building, identifying and implementing energy-saving initiatives.
- Develop and manage the facilities budget, monitoring expenses and identifying cost-saving opportunities without compromising quality.
- Ensure compliance with all local, national, and international building codes, safety regulations, and environmental standards.
- Manage waste disposal and recycling programs.

2. Vendor & Contractor Management:

- Source, evaluate, and manage relationships with external vendors, contractors, and service providers (e.g., cleaning, security, landscaping, specialised equipment maintenance).
- Negotiate contracts, service level agreements (SLAs), and pricing to ensure value for money.
- Monitor vendor performance, ensuring adherence to contractual obligations and quality standards.

3. Health, Safety & Security:

- Develop and implement robust health, safety, and security policies and procedures for the entire building.
- Conduct regular safety inspections and risk assessments.
- Ensure all emergency systems (fire alarms, sprinklers, emergency lighting) are fully operational and regularly tested.
- Manage access control systems and security personnel.
- Develop and lead emergency preparedness plans, including evacuation procedures and drills.
- Ensure a safe working environment for all occupants.

4. Space Management & Utilisation:

- Optimise space utilisation within the office floors, ensuring efficient layouts and supporting future growth.
- Manage office moves, reconfigurations, and renovations.
- Oversee the maintenance and presentation of common areas, restrooms, and lobbies.

5. Special Facilities Management (Rooftop Restaurants & Conference Rental Spaces):

Rooftop Restaurants:

- Collaborate closely with restaurant management to ensure seamless operation of utilities, waste management, and specialised equipment maintenance (e.g., kitchen exhaust systems, refrigeration).
- Manage specific cleaning and hygiene requirements for food service areas.
- Address any unique facility-related issues impacting restaurant operations (e.g., noise, odour control).

Ground Floor Conference Rental Spaces:

- Oversee the setup, maintenance, and technical support for audio-visual equipment, lighting, and climate control in conference rooms.
- Ensure conference spaces are always in pristine condition and ready for bookings.
- Coordinate with Marketing Officer and event organisers regarding facility requirements.

6. Stakeholder Relations & Communication:

- Act as the primary point of contact for all facility-related inquiries and issues from staff, tenants, restaurant operators, and conference clients.
- Maintain strong working relationships with all building occupants.
- Provide regular reports on facility performance, maintenance activities, and budget status to Management.
- Develop and implement a robust system for receiving and addressing maintenance requests.

7. Team Leadership & Development:

- Potentially manage and mentor a team of facility staff (e.g., technicians, handymen, cleaners).
- Foster a culture of excellence, safety, and continuous improvement within the facilities team.

Qualifications:

- Bachelor's degree in Facility Management, Engineering (Mechanical, Electrical, Civil), Project Management, or a related field.
- Relevant professional certifications (e.g., FMP, CFM, PMP) are highly desirable.
- Minimum of five (5) years of progressive experience in facility management, with a significant portion in managing large-scale commercial or multi-use buildings (preferably 5+ floors).
- Demonstrable experience managing specialised facilities like F&B outlets or conference centres is a strong advantage.
- Proven track record in developing and implementing preventive maintenance programs.
- Strong knowledge of building systems (HVAC, electrical, plumbing, BMS, security, fire safety).
- In-depth understanding of relevant health, safety, and environmental regulations and building codes.
- Proficiency in using Facility Management Software (CMMS) and MS Office Suite.
- Excellent budget management and financial acumen.
- Strong negotiation and vendor management skills.
- Exceptional problem-solving, decision-making, and organisational skills.
- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team, with a strong customer service orientation.
- High degree of integrity and professional ethics.

Working Conditions:

- Primarily office-based with frequent movement throughout the ten-floor building, including rooftop and ground floor areas.
- May require occasional work outside of regular business hours to oversee critical maintenance or respond to emergencies.
- Ability to lift and move objects as required (within reason).

How to Apply:

Interested candidates should send an application letter and their curriculum vitae to jobs@tydanjumafoundation.org on or before midday on September 29, 2025.