International School of Tanganyika

Challenge | Support | Inspire

Title	Assistant Facilities Supervisor	**Category** (cf Policy 5.101)	Administrative Management and Technical Support
Reports to:	Facilities Supervisor	**Department:**	Facilities and Maintenance
Job Holder		**Start date:**	01 August 2025

IST Foundational Documents

IST Mission
Challenge, support and inspire all learners to become accountable citizens who find their own paths and thrive in a dynamic world.

IST Vision
IST is a pioneering International Baccalaureate Continuum school that ignites a life-long passion for learning.

We are a diverse and vibrant community that values student agency and cultivates local and global partnerships, in an open and adaptive learning environment.

IST fosters exploration, collaboration, and authentic experiences that develop resilient and compassionate individuals.

Core Values

- Respect
- Service
- Well-being
- Belonging
- Growth

Mission Impacts

- An accountable citizen recognizes their impact and responsibility to their communities. They are equipped with knowledge, empathy, and ethical commitment. They embody the school's values and contribute positively to society.
- Learners will collaborate with mentors and are empowered to explore diverse opportunities that extend and enrich the curriculum.
- Learners are self-driven, curious and confident. They are creative and imaginative thinkers who can develop solutions, seize opportunities, and adapt in the face of adversity.

Strategies

In order to support our mission, vision and values, IST will:

Strategy 1 - Leveraging Community
Leverage the IST community and local and global partners.

Strategy 2 - Professional Growth
Attract, develop, and retain exceptional professionals who embody IST's mission, vision, and values.

Strategy 3 - Innovation & Learning
Explore, create, and implement innovations in the educational ecosystem in support of learner agency, academic rigor, and the pursuit of excellence.

Strategy 4 - Future Focus

Implement transformative approaches to resource management focused on environmental responsibility and efficiency, financial viability, and institutional continuity.

Summary of the Role

The objective of the Assistant Facilities Supervisor is to create buildings and facilities that are safe, environmentally conscious, inspiring and that match our philosophy of teaching and learning while strengthening the customer service focus of the school's operations. Reporting to the Facilities Supervisor, the Assistant Facilities supervisor will work with a team of artisans who will report to him/her.

Preferred Qualifications and Experience

(a) Experience: 5+ years' experience in facilities management;
(b) Must have a Bachelor's Degree in Property and Facilities Management.

Professional Competencies:

(a) Excellent communication skills in spoken and written form
(b) Sound decision making, solutions focused,
(c) Knowledge of child protection and health and safety
(d) Strong customer service skills
(e) Willingness and ability to work collaborate effectively with colleagues
(f) Highly effective relationship developer with a variety of stakeholders
(g) Ability to plan, organize and coordinate multiple projects and ability to read and understand construction specifications and blueprints is needed;
(h) Experience in maintenance, construction, engineering and all facets of property operation and building management is preferred
(i) Strong literacy in Google Suite.

Personal Attributes:

(a) Collaborative team player, empathetic listener
(b) Integrity and confidentiality
(c) Intercultural awareness, creative, persuasive
(d) Flexible and capable of managing growth and instilling high standards
(e) Adept in multilingual settings, spirited, pioneering, professional and nurturing

Responsibilities

The primary responsibilities for Assistant Facilities Supervisor will be:

Professional Responsibilities:

(a) Liaise with the Facilities Supervisor and notify them of areas in need of attention.
(b) To prioritize work and to identify, diagnose and solve problems before they affect the operation of the school.
(c) Plan and allocate time slots effectively to minimise overtime and extra duties allocated after working hours.
(d) Conduct an inspection on a daily basis to ensure that all areas of the school are cleaned to a satisfactory standard and daily cleaning logs are completed for each work section.

(e) To maintain a flexible daily cleaning schedule of all internal areas of the school.
(f) Ensure that identified key areas of the school receive priority in the schedule.
(g) Participate in the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures.
(h) Consult with the Facilities Supervisor and Principals in order to identify times when curriculum areas are unused.
(i) Maintain cleaning staff attendance logs and timesheets for submission to Facilities/Site Supervisor.
(j) Liaise with the Facilities Supervisor/Principal and review the weekly school calendar to identify lettings and school events.
(k) Ensure that maintenance policies/procedures are followed by each school staff i.e. recording all maintenance work on the help desk.
(l) Support the school in overall maintenance of its facilities.
(m) Motivate and resolves concerns, conflicts, and problems of the staff reporting to you ensuring that services are provided in a professional and safe manner bearing in mind the policies and procedures set for by the HR department.
(n) Monitor and control supplies and equipment; order supplies and tools as necessary; prepare documents for equipment procurement.
(o) Organize and review preventative maintenance and safety inspection programs set for the facilities and equipment set by the Site/Facilities Supervisor.
(p) Monitor expenditures; prepare cost estimates; submit justifications for equipment; monitor budget expenditures.
(q) Provide information to the staff and management; investigate complaints and recommend corrective action as necessary to resolve complaints.
(r) Identify formal and informal training needs for all cleaning/gardening staff

Perform any other duties as designated by the Facilities Supervisor

Particulars of the Search

Prospective Assistant Facilities Supervisor should be based in Tanzania and need to apply formally. Applicants should submit a letter (in English) describing her/his fit and interest in the position, along with an up-to-date Curriculum Vitae. The names, addresses and contact details of three (3) referees. Applications and enquiries should be directed to staffrecruitment@istafrica.com not later than Friday May 3rd, 2025 at 15h00.