**POSITION:** Facilities Officer

**DUTY STATION:** Peshawar

**NO OF POSITIONS:** 04

**REPORT TO:** Assistant Manager BRT Control Centre

**Salary Package:** Market based competitive salary package.

**OVERALL ROLE**

The Facilities Officer will be responsible for assisting TransPeshawar in the daily management of facilities at Station, Corridor and Depot. This also includes recording of Contract Violations by Service Providers and other components of the Declared Project in accordance with the requirements of the Company’s obligations. The role requires Field visits on daily basis, normally in three shifts, on motorcycle, or on buses.

**KEY RESPONSIBILITIES**

The position of Facilities Officer has following primary responsibilities:

* Assisting the Assistant Manager BRT Control Centre in ensuring the safety and security of all people, assets, systems and procedures engaged in or associated with the Declared Project;
* Assist Assistant Manager BRT Control Centre in collection of Field information’s through field visits.
* Assist Assistant Manager BRT Control Centre in ensuring the activities (at Stations, Corridor and depot) comply with the conditions of the Declared Project assigned to the Company;
* Assist Assistant Manager BRT Control Centre in ensuring the activities at Stations, Corridor and depot comply with the terms and conditions of the relevant contract;
* Ensures effective communications with the Assistant Manager BRT Control Centre and Control Centre staff at all times.
* Other responsibilities as assigned by TransPeshawar.

**KEY TASKS:**

* Assist the Assistant Manager BRT Control Centre in reporting of the events as per the Company Operating Procedures Manual;
* Assist the Assistant Manager BRT Control Centre in the design, development and implementation of operating and maintenance plans through a process of audit, validation and recommendations for improvement;
* Report to the Assistant Manager BRT Control Centre on the adequacy of the Field monitoring systems to ensure that it continues to meet the current and future demands of the BRT;
* Under the guidance of the Assistant Manager BRT Control Centre, ensure Service Provider compliance with the conditions of Contract and intent of the Company procedures and the operating manual at all times;
* Provide Field reports to the Assistant Manager BRT Control Centre as per the Company’s operating procedures manual or as requested by the Assistant Manager BRT Control Centre;
* Under the guidance of the Assistant Manager BRT Control Centre, maintain regular liaison/contact with nominated key stakeholders including Traffic Police, contracted service suppliers and with others as may be required on an intermittent or emergency basis;
* Other Field or office related tasks as may be requested by the Assistant Manager BRT Control Centre from time to time.

**POSITION REQUIREMENTS**

1. **ATTAINMENTS**

**Qualification**

*Required*

Bachelor’s Degree in Civil Engineering /Mechanical Engineering /Electrical Engineering from a recognized university.

*Affiliations* – membership of recognised Industry or Professional Organisations,

**EXPERIENCE**

Minimum 03 years post qualification experience. At least 01 year experience in maintenance works supervision will be an added advantage.

1. **EXPERIENCE AND CORE COMPETENCIES**

* Above average skills in consultative team communications and operational management,
* Good in responding to emergency response and mitigation measures,
* Competence in using surveillance technology, related computer equipment and software.
* Demonstrated ability to deliver reports and agreed actions in a timely manner and within budget,
* Demonstrated ability to take responsibility in accordance with sound management principles,
* Credible, and comfortable in dealing with management, line agencies, general public and other stakeholders; and
* Empathic communicator, able to work with a team and see things from the other person's point of view.
* Well-presented and business-like.

1. **CIRCUMSTANCES**

* Age below 30 years.
* Fluency in English and Urdu, Pashto would be an added advantage.
* Valid Motorcycle License
* Good health, allow to work long and irregular hours (when required).

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| **How to apply:** |
| **Application Deadline:** 5pm of 20th January 2023  Market based competitive salary package will be offered to the right candidates. Interested candidates meeting the above criteria may apply by filling the Job Application Form. Filled and signed applications supported by CV, covering letter and copies of educational and experience certificates, CNIC and photograph shall be sent by email to: [hr@transpeshawar.pk](mailto:hr@transpeshawar.pk). Please put post applied in the subject line, along with the candidate’s name. |
| **TransPeshawar is committed to achieving workforce diversity in terms of gender and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated strictly confidential.** |