

Magerwa Ltd would like to recruit a qualified and experienced **Assistant Estate Manager**

## I. SPECIFIC TASKS AND RESPONSIBILITIES

Under the direct supervisor of estate manager , the Magerwa assistant estate manager will have the followings specific duties:

- Working closer with Estate manager on Civil/structural design and engineering techniques.
- Manage and maintain Magerwa buildings and Space.
- Responsible of coming up with plans for renovations, repairs and maintenance(architecture and design).
- Supervise and report on maintenance projects on behalf of Magerwa Ltd.
- Planning and independently carrying out work requiring judgment in the evaluation, selection, application and adaptation of engineering techniques and procedures.
- Computer-assisted engineering and design software and equipment to prepare engineering design documents.
- Perform of field activities such as observe and record existing field conditions, take and verify measurements within project area.
- Support to procurement and finance team in finalization of quantities, billing break ups, bill justification etc.
- Develop and implement emergency procedures to meet the needs of service.
- Direct all activities including but not limited to electrical and water and plumbing maintenance system, welding and general construction activities.
- Procurement of services required to maintain high quality estates and space surrounding them.
- Ensure security and health and safety of employees while on the Magerwa premises.
- Managing all maintenance, repairs, and renovations to buildings and estate grounds.
- Manage and accountable for the team placed under his authority.
- Any other duties assigned by the superior in line with the job.

**II. JOB REQUIREMENTS, QUALIFICATIONS AND EXPERIENCE:**

- A minimum of university bachelor's degree in civil engineering, building & construction management, architecture and design.
- Demonstrated relevant Professional work experience of at least 2 years in construction works or building maintenance.
- Proven experience in preparation and analysis of work plans, complex reports of the projects;
- Proven experience of team leadership;
- Excellent planning, organization and problem solving and analytical skills;
- Advanced analytical skills, sound judgment, resourcefulness, ability to take initiative, capacity to work in a self-directed manner and multi-cultural environment, and ability to create a team-based, participatory work environment ;
- Good negotiations and communication skills;
- Excellent PC (Personnel Computer) user skills: MS Windows, MS Office, Excel and MS Internet Explorer;
- Good understanding of AutoCAD, ArchiCad in producing designs is required;
- Excellent communication skills and fluency in English.

**How to apply:** Interested candidates should submit their application letters, detailed Curriculum Vitae to Magerwa email: [info@magerwa.com](mailto:info@magerwa.com) or submit in person to Magerwa central secretary.