

JOB DESCRIPTION

Job Ref No.HR/054/17

Position Title:Head, Projects and Premises

Available Positions: One (1)

Division: Finance

Reporting to: Chief Finance Officer (CFO)

Position scope:

The successful candidate will be responsible for overseeing the effective management of the Bank's Projects and Premises.

Key Responsibilities- Projects

- Lead in planning and execution of branch or HQ major Capex projects or other assigned projects.
- Define the scope of the project in collaboration with senior management.
- Determine the resources (time, money, equipment, etc) required to complete the project.
- Contribute to the management of all site-related projects: from initial concept, through design and specification, to implementation and hand-over.
- Develop a schedule for project completion that effectively allocates the resources to the activities.
- Review the project schedule with senior management and all other stakeholders that will be affected by the project activities; revise the schedule as required.
- Determine the objectives and measures upon which the project will be evaluated at its completion.
- Monitor the progress of the project and make adjustments as necessary to ensure the successful completion of the project.
- Establish a communication schedule to update stakeholders including appropriate staff in the organization on the progress of the project.
- Review the quality of the work completed with the project team on a regular basis to ensure that it meets the project standards.
- Ensure that the project deliverables are on time, within budget and at the required level of quality.
- Evaluate the outcomes of the project as established during the planning phase.
- Project monitoring & control against set targets including time and costs.
- Project status reporting and escalations as may be required.
- Lead in the evaluation of projects implemented.

Key Responsibilities- Premises

- Contribute to the strategic planning and development of the Bank's premises agenda, site, in conjunction with the Management and the Leadership Team, and be proactive in identifying the most appropriate and effective solutions to the premises needs of the Bank.
- Developing a premises and maintenance plan, and addressing all aspects of the Asset Management Plan.
- Ensure effective maintenance of all Bank premises and buildings.
- Timely processing of payment of lease rentals in-line with lease contracts.
- Ensure that the planned maintenance programme for the Bank is understood and any need to use third-party contractors is agreed.
- Maintain a file of all work undertaken by third party contractors to include:
 - Specification;
 - Quotes – both successful and unsuccessful;
 - Method statements and risk assessments forwarded by the contractor to cover the specified work, some of these may be generic;
 - Copies of the signing-in log and Asbestos Register review;
 - Copies of all permits to work.
- Agree the scope of the work and obtain quotes from third party contractors prior to instructing them to undertake the work to demonstrate that best value has been obtained.
- Ensure that all work is signed off on completion, identifying any areas of concern, and managing the contractor until the work is completed satisfactorily.
- Maintain a register of Risk Assessments for operations undertaken by the Premises team, and ensure that a rolling programme of auditing Risk Assessments is implemented to ensure that they are still relevant.
- Ensure that the Premises Team use equipment in a safe manner and are appropriately trained.
- Obtain risk assessments and method statements from third party contractors prior to them starting work on site.
- Operate a permit to work scheme for all contractors and ensure that all contractors are in possession of a permit prior to starting work.
- Continuously monitor compliance with health & safety regulations.
- Manage and monitor effectively all lettings and sub lettings of Bank Premises.
- Advise the Bank Management, on the optimum use of funds allocated for structural and non-structural maintenance and on best return on investment.
- Ensure all issues related to premises are addressed within the stipulated SLAs.
- Receive regular reports from the premises team regarding the reactive maintenance undertaken, including date, time taken, materials utilised and lead member of staff.
- Monitor the condition of site buildings and grounds to ensure that appropriate standards are achieved.
- Maintain high standards of OSHA and brand across the branch network and ensure service delivery to customers is not impacted.

Other Responsibilities will include:

- Provide leadership in staff matters in the unit including setting objectives, appraisal, training and performance improvement.
- To keep abreast of developments in the Projects and Facilities Management field and identify possible areas where there is scope to improve systems and procedures.
- Provide leadership to teams reporting towards achieving high professional standards in the unit's operations and service delivery to internal and external customers.
- Develop and sustain cordial relationships with other departments to ensure effective delivery of service.

Skills & Experience:

- University degree in Engineering or Business related field
- Master's degree will be an added advantage
- Certification in Project Management such as Prince 2
- Minimum of 5 years' experience in Project and Premises management.
- A sound knowledge of real estate statutory requirements and all round banking experience
- Ability to think creatively and develop innovative solutions
- Excellent interpersonal, communication and customer engagement skills
- Excellent influencing skills at all levels of staff and good stakeholder management
- Integrity and courage to challenge and drive delivery of breakthrough ideas
- Strong functional skill in Risk management, Analytics, Project and program management, development, budget administration and controls.
- Integrity and courage to challenge cost related decisions
- Proficient in computer applications
- Conversant with banking regulatory requirements.

How to Apply:

- Send your CV and application letter showing how you meet the role requirement stated above to: Recruitment@nationalbank.co.ke by **27th November 2017**.
- Please note that applications received after the deadline will not be considered.
- Only shortlisted candidates will be contacted for the next stage/s of the process.