

# ASSOCIATE MANAGER – ADMINISTRATION & SERVICES

To ensure efficient & cost-effective maintenance at the bank branches and head office buildings to achieve sustainable growth

## THE JOB

- Perform various maintenance duties necessary to maintain and enhance the value of the bank.
- Planning preventive maintenance of all machineries and equipment's ensuring that the bank equipment and machines, are covered with service agreement and maintain proper records.
- Responsible in planning preventive maintenance of all machineries and equipment's ensuring that the bank equipment's are covered with service agreements and maintain proper records.
- Ensure that all premises are well maintained to a standard consistent with the image of a world class financial institution.
- Ensure branch development according to the plan from branch network management.
- Managing maintenance budget, monitor the maintenance budget to ensure that is appropriately allocated and so that the bank achieves the best value of money.
- Handling all payments, GRN & purchase requisitions on maintenance related works in branch network.
- Ensure that the bank equipment and machines are covered with service agreements and maintain proper records.
- Preparing annual maintenance budget of all branches as per the network management requirement.
- Ensure contractors complete the project as per quality standards & schedule.
- Maintain zero-tolerance with respect to adherence to all internal and external audit.

## THE PERSON

- Possess at least 10 to 13 years experience in Civil engineering & building services and equipment/machinery maintenance.
- Bachelor Degree/ Professional qualification in Civil Engineering and related Qualifications/Certifications such as in Engineering science and such others will be advantageous.
- Excellent internal stakeholder management.
- Negotiation skills.
- Be a strategic thinker with commercial acumen.
- Possess excellent communication and coordination skills.

Please login to <https://www.ndbbank.com/careers> to apply on or before 26<sup>th</sup> September 2024.

We will correspond only with the shortlisted applicants

"We are an equal opportunity Employer"



Vice President Human Resources