

JOB DESCRIPTION
for the Position of Campus Manager

Job Summary

Routine Duties

1. Supervision of campus grounds to ensure maintenance of cleanliness, including the buildings and animals facilities, with particular care for the hospital wards and kitchen
2. Supervision of buildings for signs of break-ups and other failures, including providing skilled labour for repairing work and for construction, when required
3. Maintenance of material stock for construction and relevant registers.
4. Supervision of equipment with particular care of generators, both regarding maintenance and regular supply of fuel
5. Supervision of human and animal services so that they are carried out properly and timely, including cleaning and meals with particular attention to regular supply of water to the individual buildings.
6. Timely supply of list of required materials to the administration for purchasing, including food materials and anything else needed for the above purposes.
7. Supervision of maintenance of vehicles, i.e. jeeps, motorcycles, and bicycles for servicing and repairing according to due dates.
8. Periodical assessment of MAITRI's movable assets and stock and maintenance of relevant registers..
9. Monitoring of attendance and leave of all grounds staff
10. Holding of weekly meetings with grounds staff.
11. Regular, daily contacts with the director
12. Regular, daily contacts with the administration

Occasional Duties`

1. Care of guests, particularly regarding accommodation, food, and other services.
2. Assisting the Director in the employment of new workers.

Supervised by the Director

Qualifications

1. Good education
2. Experience in maintenance and/or construction work
3. Organizational skills
4. Dedication to the mission of the trust
5. Understanding of South-Asian culture
6. Ability to spend long hours in the open, in a difficult environment and climate