



IHE Delft is the largest international graduate water education facility in the world and is based in Delft, the Netherlands. The mission of IHE Delft is to work in partnership to strengthen capacity in the water sector, to achieve global sustainable development. IHE Delft has a permanent staff of 230 of which more than 140 are academics from all over the world, while about 250 guest lecturers from academia and industry contribute to our educational programs. Each year 750 professionals (including about 200 new MSc students per year) from

all over the world attend various water-related courses at IHE Delft. The Institute has an international staff & student community with English as the working language.

The activities of the process management unit **Central Services** focus on student and PhD services and facilitation (events, front desk, facilities, student and participant stay and housing, reproduction and documentation), procurement (for example travel and stay, excursions, catering), and operation and maintenance of the Institute facilities.

For this department we are looking for a:

Coordinator Facility Services

38 hours per week

As Coordinator Facility Services, you ensure a pleasant and safe working environment at the IHE Delft from a facility point of view. In this role, you manage 4 employees and a number of contracted services. The facility services include cleaning, catering, security, telephony, building management within five, partly monumental, buildings. Coordinator Facility Services reports directly to the Manager of Central Services.

Responsibilities

- Management of the facility services;
- Management of the employees of the facility service team;
- Drawing up an annual plan, budget and monitoring implementation, and progress;
- Prepare, manage and implement multi-year maintenance programs;
- Management of (major) construction and maintenance projects on the buildings and the management of parties. From development to supervision and delivery;
- Responsible for sustainable implementation of facility needs and activities;
- Coordination with users;
- Responsible for facility contract management: service level agreements and management of services in areas such as cleaning, catering, security, and other facility tasks;
- As head of emergency response responsible for the internal organization of the emergency response team;
- Takes part and coordinates the on-call shifts every 6 weeks.

Requirements

- Bachelor's degree in Facility Management (HBO) or another related field;
- Extensive relevant work experience, incl. managerial experience;
- Experience in managing larger and smaller construction and maintenance projects;
- Experience with contracting and contract management of facility services;
- An advantage: experience of working in an international environment;

- Good communication skills, at all levels;
- Good command of Dutch and English in word and writing;
- Company emergency response diploma (BHV) and willingness to follow course Head Emergency Response Team (BHV);
- Must have followed or willing to follow a Fire alarm system administrator course.

The candidate

- Proactive and hands-on mentality;
- Independent, innovative, flexible, customer-oriented, and result-oriented;
- Analytical ability, business, and financial insight;
- Identifies bottlenecks promptly and comes up with proposals for improvement and savings;
- Team player, a people manager who can motivate, coach, and support people;
- Service-oriented, autonomous, result-oriented, inspiring, environmentally aware;
- Decisive in complex problems and emergencies.

Terms of employment

The employment contract is for 1,00 fte.

Scale 10 Collective Labour Agreement for Dutch Universities (VSNU).

IHE Delft offers an attractive, multiple-choice employee benefits scheme, year-end bonus and generous pension scheme. We also offer 31 days leave based on a 38 hours working week.

Information and application

Additional information can be obtained from Mr. H.A. Heins, Manager of Central Services (+31 5 215 1700 or a.heins@un-ihe.org).

The requirements should be met to successfully apply for this position.

Applicants are asked to submit their CV and covering letter until **27 May 2022 (closing date)** to IHE Delft, attn. Human Resource Management (Email: recruitment@un-ihe.org), stating vacancy-number **22-CS-01**.

Reactions from staffing agencies and other 3rd parties are not appreciated.