



ALL SAINTS' CATHEDRAL - NAIROBI

Vacancy Announcement: Building and Maintenance Officer

All Saints' Cathedral, Nairobi, seeks a dedicated and experienced **The Building and Maintenance Officer**. **The Officer will** ensure the effective maintenance, safety, and value of Cathedral properties through proactive facility management, construction oversight, routine inspections, and repair coordination. The role supports operational continuity by supervising service providers, ensuring regulatory compliance, providing technical advice, and reporting on property conditions. It also serves as a key liaison with Cathedral committees and assists management with related assignments to preserve the structural integrity and functional standards of all facilities.

The Building and Maintenance Officer reports to the **Cathedral Administrator**

ROLES AND RESPONSIBILITIES

1. Undertake tasks and assignments related to building, construction, facility repair, and maintenance.
2. Undertake daily facilities' condition surveys and ensure effective periodic valuations with scheduled inspection of all Cathedral properties.
3. Prepare reports and submission on issues relating to building maintenance and provide oral and written advice to the Administrator.
4. Supervise and document common area maintenance, repairs and general upkeep
5. Inform the Cathedral of occurrences which may negatively affect the value of property and structural stability.
6. Prepare bids and recommend service providers for maintenance of Cathedral properties in accordance with Procurement Guidelines
7. Ensure that services provided by outsourced technical persons and firms are cost- effective and reliable.
8. Identify and compile an approved list of technicians e.g. masons, carpenters, electricians, plumbers who could be needed to perform specialized function as may be required.
9. Undertake basic maintenance tasks including but not limited to replacement of door locks, windowpanes, faucets etc.
10. Ensure that permits and approvals to connections (e.g. sewer lines electrical and access roads) in and out of the buildings are acquired.
11. Provide regular progress reports on development projects.
12. Be the liaison person to the various Cathedral committees as may be needed from time to time.
13. Undertake any other duties as may be assigned by the Management from time to time related to the position

Academic and Professional Qualifications

- Diploma/Bachelor's Degree in Building Constructions/Civil Engineering or facilities management
- A minimum of 4 years' relevant experience.
- Hands on experience in plumbing/ welding is an added advantage
- Report writing skills required
- Knowledge of AutoCAD, ArchiCAD, Ms. Project, Ms. Office (Word, Excel, and PowerPoint) is desirable.

If your qualifications and experience match this opportunity, please submit your application and detailed CV, together with copies of academic and professional certificates, testimonials, and names of three referees to:

The Provost,
All Saints' Cathedral Nairobi
P.O. Box 40539-00100 Nairobi.

Or
Via email: hr@allsaintsnairobi.org

Or
Dropped at our offices.

Applications must be received on or before 16th June 2025.

Only shortlisted candidates will be contacted.

All Saints' Cathedral is an equal opportunity employer.