



# British High Commission Colombo

## Estates Officer

The Estates Officer will work to deliver a safe technical and operational functioning of the British High Commission buildings, compound, and all residential properties to UK standards. You will ensure the buildings and associated facilities meet required health and safety standards for accommodation and furnishing. This will involve managing and monitoring external contractors' performance and delivery as per the agreed contractual terms. You will also be responsible for planning and executing routine safety inspections and maintenance work.

### Key requirements:

#### Work Experience

- 5 years of working experience in the relevant field.

#### Education Qualification

- Degree or relevant Diploma/ HND (NVQ 5/ 6) in the field of facilities management or building management or maintenance.

#### Language Proficiency

- Fluent spoken and written English (IELTS 7.0 or equivalent).
- Sinhala (advanced-intermediate) and/or Tamil (advanced-intermediate).

#### Skills and Abilities

- Strong interpersonal skills.
- Excellent organisational skills.
- Time management skills with the ability to prioritise competing requirements with sound judgment.
- Proficiency in office computer applications, particularly Outlook, Word and Excel.

#### Job knowledge

- Proven track record in managing contractors (e.g. suppliers and technical services).
- Knowledge about health, safety, and fire standards/ practices.
- Experience in documentation management and using IT software.
- Customer service experience.

Please note that the current salaries are being dollarised and processed in USD (pegged to a fixed corporate exchange rate from March 2022) to provide cushion against the current external market conditions.

### Applications close on 08<sup>th</sup> September 2024

The British High Commission in Colombo is an equal opportunities employer, dedicated to inclusivity, a diverse workforce and valuing difference.

For job specification, application link and further details, please visit our website:

<https://tinyurl.com/2tsaumah>