



Exciting New Career Opportunity

FACILITY AND MAINTENANCE DIRECTOR

The Lilongwe Institute of Orthopaedics and Neurosurgery (LION) is a semi-autonomous not-for-profit institution managed by the LION Trust. LION functions as the department of Orthopaedics and Neurosurgery at Kamuzu Central Hospital, and provides quality essential services to the general public for free. The Ministry of Health employs most of the staff and provides LION with a budget for basic running costs and drugs.

LION is a fully integrated hospital with 72 beds (expanding to 176 beds) and with all support facilities. The Institute was established with an efficient and effective management system gearing at sustainable financing, HR development, retention of skilled staff, maintenance, data collection, research, and service delivery to the private and public sector, with all principles of good governance and ensuring equitable access to care.

LION is looking for a **Facility and Maintenance Director** with high professional standards to join our executive management team.

Location: LION, KCH campus, Mzimba Street, Lilongwe

Reporting to: Chief Executive Officer

Job summary

Oversees the functioning of laundry, kitchen, cleaning, Information Technology (IT), Biomedical, security and all building systems including medical, electrical, fire/life safety, plumbing, and waste management.

Duties/Responsibilities

- Responsible for strategic planning within the hospital and makes strategic decisions that align facility management practices with overarching business objectives.

- Oversees the management of service providers, including negotiating contracts, assessing vendor performance, and ensuring compliance with contractual agreements.
- Maintains centralized contract information, monitors vendor adherence, and evaluates service quality to uphold organizational standards.
- Manages maintenance and operational processes and ensures optimal performance of all facility aspects including Biomedical equipment, HVAC systems, Kitchen facilities, Laundry services, Plumbing and Informationa Technology.
- Implements and manages routine inspections and preventive maintenance programs to identify, address potential issues before they become critical and proactively extend equipment lifespan and minimize costly breakdowns.
- Establishes rapid response frameworks and communication protocols to swiftly resolve issues and minimize disruptions.
- Ensures compliance with health and safety regulations through regular audits and training programs for staff.
- Organises drills and training sessions to ensure preparedness for emergencies such as fire incidents.
- Systematically identifies, assesses, and mitigates risks within the facility to safeguard assets, personnel, and operations.
- Prepares budget for facility and maintenance activities and clearly identifies and communicates consequences of the gap in the budget.
- Performs other duties as assigned, requested or deemed necessary by management.

Education / experience:

- Masters in Biomedical Engineering or related field from accredited and verifiable institutions, with minimum of five (2) years' working experience, or
- Bachelor's Degree in Biomedical Engineering or related field from accredited and verifiable institutions with minimum of five (5) years' working experience
- Possess a unique blend of hands-on technical expertise and managerial acumen
- Added advantage:
 - Certificate / diploma / degree in management
 - Experience of public or private hospital equipment engineering and maintenance
 - Private sector skills and experience, in addition to relevant experience from the civil service
 - Project management training / experience
 - ICT hardware and network training / skills

Core competencies

- Setting of clear quality standards
- Focus on results
- Being accountable
- High moral integrity
- Thinking analytically and strategically
- Team worker
- Leads by example, ready to take part in practical work

How To apply

Please send:

(1) Application consisting of; one-page-cover letter, and one-page statement detailing career goals and interests,

(2) CV, including three relevant and up to date references that can be reached by phone and e-mail,

(3) Certified copies of relevant certificates and any written references to;

**The HR Director,
Lilongwe Institute of Orthopaedics and Neurosurgery (LION),
P.O. Box 31653,
Lilongwe.**

e-mail:

recruitment@lion.mw

The application (both e-mail and original hard copy) must be received no later than 5pm, Friday, 9th August 2024.

Only shortlisted candidates will be invited for interviews in August 2024.

For more information visit: www.lion.mw