



**Innovative University of Enga, PO Box 387, Wabag, Enga Province,
Papua New Guinea**

JOB DESCRIPTION

Position Title: Maintenance Coordinator

Department: Facilities Management

Reports To: Director of Facilities

Location: Wabag, Irelya Campus

Employment Type: Full-Time

Position Purpose

The Maintenance Coordinator is responsible for coordinating and supervising maintenance activities for university buildings, utilities, infrastructure, equipment, and facilities to ensure a safe, functional, and well-maintained campus environment.

Key Responsibilities

Maintenance Coordination

- Coordinate daily maintenance activities.
- Develop preventive maintenance schedules.
- Assign maintenance work to technical staff.
- Monitor completion of maintenance requests.
- Coordinate emergency maintenance work.

Facilities Inspection

- Conduct routine inspections of university facilities.
- Identify maintenance needs and recommend repairs.
- Monitor contractor performance.
- Ensure facilities meet operational standards.

Planning and Administration

- Prepare maintenance budgets.
- Maintain maintenance records.
- Prepare maintenance reports.

- Coordinate procurement of maintenance materials.

Compliance

- Ensure compliance with occupational health and safety regulations.
- Ensure maintenance complies with building standards.
- Promote safe work practices.

General Duties

- Support campus development projects.
- Coordinate maintenance during university events.
- Perform other duties assigned by the Director of Facilities.

Qualifications and Experience

- Diploma or bachelor's degree in Facilities Management, Civil Engineering, Building Management, Construction Management, or related field.
- Minimum of four (4) years' experience in facilities or maintenance management.

Knowledge and Skills

- Building maintenance.
- Project coordination.
- Occupational health and safety.
- Budget preparation.
- Computer literacy.
- Excellent communication skills.

Key Competencies

- Planning and Organizing
- Leadership
- Problem Solving
- Communication
- Accountability
- Decision Making
- Teamwork
- Time Management

Performance Indicators

- Timely completion of maintenance work.
- Reduced equipment downtime.
- Compliance with maintenance schedules.
- Safe working environment maintained.
- Customer satisfaction.

- Accurate maintenance records.

Interested Applicants are encouraged to submit the following documents:

- ✓ **Current Curriculum Vitae (CV)**
- ✓ **Certified Academic Qualifications and Transcripts**

Please send all application materials via email to: recruitment@iue.ac.pg

Address to:

Ms. Kessie Makeu (Recruitment Chair)

Innovative University of Enga

PO Box 387

Wabag, Enga Province, Papua New Guinea

Note: Only shortlisted candidates will be contacted for an interview