**Aga Khan Academy Dhaka**



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| **Job Title:** | **HVAC Supervisor** |
| **Department:** | **Admin** |
| **Reporting Line:** | **Manager, Facilities and Maintenance** |
| **Position Location:** | **Dhaka, Bangladesh** |
| **Status** | **Full-time** |
| **Purpose:**Serves as HVAC Supervisor and will be responsible for all installation, maintenance, and repair of heating, ventilation, and air conditioning units and associated air handling, chilled water distribution, and environmental control systems. Incumbent plans individual jobs and long-term work operations, develops a preventive maintenance program, and controls the quality of repair work. Responsibilities also include designing modifications to existing systems, reviewing plans and specifications for contracted work, and reviewing the work of outside contractors. Will also be expected to resolve most problems exercising discretionary judgement and analysis even in the most complex situations.**Context:****The Aga Khan Academies** are an integrated network of residential schools dedicated to expanding access to education of an international standard of excellence to exceptional young men and women regardless of their ability to pay. Envisaged in Africa, South and Central Asia and the Middle East, the Aga Khan Academies’ foundational values include pluralism, meritocracy and civil society. Housed in spacious and attractive campuses with outstanding facilities the Academies offer the International Baccalaureate (IB) Curriculum from Primary Years to the Diploma and provide a rich opportunity for both teachers and students alike to grow both professionally and personally. The first Aga Khan Academy opened in Mombasa, Kenya in 2003, the second in Hyderabad, India in 2011, the third in Maputo, Mozambique in 2013, and the network is now expanding with the fourth Academy in Dhaka, Bangladesh.The Academies aim to develop meritorious young men and women into homegrown ethical leaders through education of the highest international standard in purpose-built campuses. The vision and ethos of the Aga Khan Academy Dhaka is encapsulated in its mission statement that calls for a commitment to promote excellence in teaching.The Academies aim to develop meritorious young men and women into homegrown ethical leaders through education of the highest international standard.   The primary focus of every teacher at the Academy is to consider what, how and how well the students are learning and progressing, how they are demonstrating that learning, and how to nurture students within the school community. Teaching IB MYP/DP, they have the responsibility to demonstrate a commitment to the IB beliefs and values and translate them into daily classroom practice, while developing the attributes of the AKA learner profile both within themselves and their students.  Teachers at the Aga Khan Academies also show a commitment to continually developing themselves as members of an integrated professional learning community. They interact and collaborate with colleagues across the network and within each Academy, contributing to the growth of the Academies network in appropriate ways, through on-line conferences, collaborative planning, teacher, and student exchanges. |
| **Main Responsibilities:** * Organize, supervise and coordinate the work of housekeeping staff on day- to day basis.
* Ensure excellence in housekeeping sanitation, safety, comfort and aesthetics for visitors.
* Prepare duty rosters and supervise the discipline and conduct of her staff.
* Ensure proper communication within the department by conducting regular meeting with the staff.
* Recruit new employees and train them for the housekeeping jobs.
* Counsel and motivate employees on various duties.
* Establish and maintain standard operating procedures for cleaning and develop new procedures to increase efficiency of labor and product use.
* Search and test new techniques and products in the market.
* Maintain regular inventory and checking of furniture, linen, uniform, equipment in the Academy.
* Evaluate employee performance for promotions and transfers.
* Approval of supply requisitions for the housekeeping and to maintain minimum stock and cost control procedures for all materials.
* Check the reports, files, registers maintained in the department.
* Provide budget to the management and control of budgets.
* Daily rounds of throughout the academy buildings.
* Ensure well-grooming of the cleaning staff’s.
* Complying with all HSE requirements and Use of appropriate PPE.
* Ensuring the cleanliness and hygiene of the academy.
* Having the capability of HK equipment operations like- floor scrubber, Spray-extraction cleaner, steamer etc.
* Completing work allotted within the defined time and frequency.
* Monitor and report absenteeism to the line Manager
* Monitor and assist in planning for holiday work requirements (half yearly deep cleaning of the premises)
* Respond and close all calls with regards to immediate assistance for cleaning
* Ensure monthly training for the staff’s and report submission along with evidence.
* Ensure gardens are well maintained (grass cutting and plantation) followed by supervision of gardener
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| **SPECIFICATIONS (Candidate profile):****Experience:*** 10-12 years of experienced preferably in renowned Hospital/hotel.

**Qualifications*** Work experience as a Housekeeping Supervisor or similar role
* Hands-on experience with cleaning and maintenance tasks for large organizations
* Ability to use industrial cleaning equipment and products
* Excellent organizational and team management skills
* Stamina to handle the physical demands of the job
* Flexibility to work various shifts, including evenings and weekends
* Diploma or certificate in Housekeeping is an added advantage
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