



Manager, Campus Facilities and Farm Operations

HALF | TIME
TALENT SOLUTIONS

Northrise University

Being excellent at what is good.

Mission:

Northrise University is a Christ-centered institution dedicated to equipping men and women to work in ministry and business to contribute to the spiritual and economic transformation of Zambia.



History

Northrise University is a Christ-centered university located in Ndola, Zambia. Founded by Dr. Moffat Zimba and his wife, Doreen, Northrise is the first nationally recognized private university in Zambia. The University opened its doors in 2004 to 50 students, and today has over 750 students and 265 alumni around 600 students eager to receive an education to prepare them for careers in business or ministry. Each of these students are

passionate about sharing the Gospel with other Zambians through their chosen field. Northrise offers 12 Bachelor's degrees and 3 Master's program, as well as online learning options.

Northrise students attend class five days a week, and also attend Chapel, participate in one of many work-study programs to help fund their education, participate in group projects or on campus ministries, play recreational sports or sing in the choir. In other words, their days look very similar to the typical American college student! Northrise graduates have created incredible ministries and programs, such as the Mapalo Morning Glow Academy, a school for orphans, or Arising Life ministries, which cares for abused children in Ndola. Other graduates, and soon-to-be graduates, join existing organizations, like Raban Siame who joined Arising Life Ministries as a Programs Coordinator as he finished out his Bachelors in Informaiton Technology.

Northrise University Initiative (NUI) is the 501(c)(3) U.S. organization devoted to supporting and sustaining Northrise University in Zambia. NUI initially funded all education costs, but over the last decade, NU has transitioned to a financial model based on student participation. Tuition is currently based on a student's ability to pay or is credited in exchange for work-study program participation. The funds raised by NUI now go to supplement these expenses and support operations and expansion. There are currently several chapters of NUI around the country whose focus is to raise



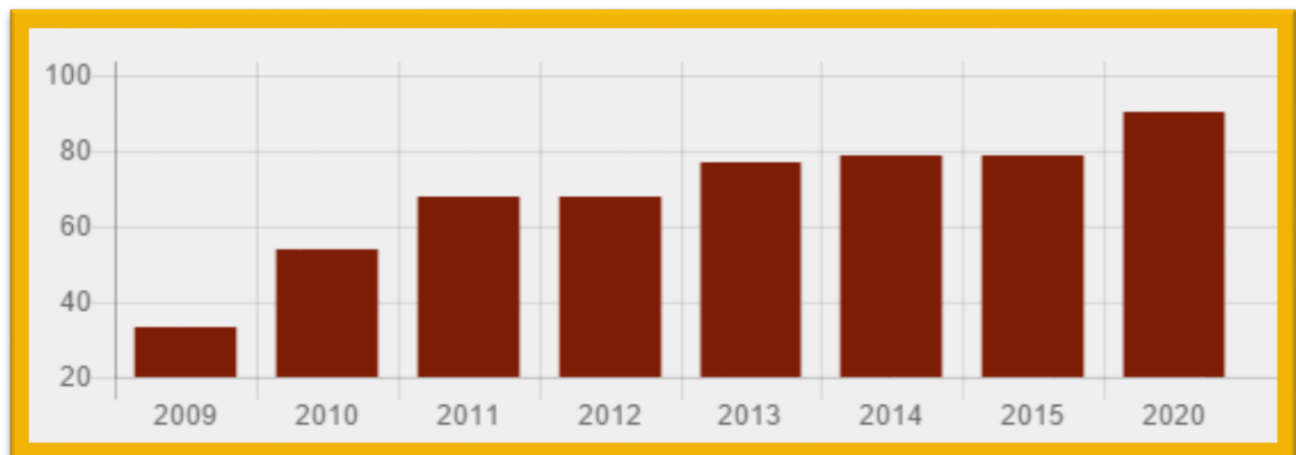
support, both financially and spiritually, as well as awareness of the Northrise Mission. For \$2400 a year, sponsors are able to cover a student's education for that entire year. This includes tuition, books, one meal each day, and access to medical care at the on campus clinic. The entire donation goes directly to Northrise University, as the overhead costs are covered by Board of Director donations.

Programs

Northrise University offers several undergraduate and graduate studies to help students discover and explore the right field of study. The University offers **five faculties** that allow students a wide spectrum of disciplines to choose from:

- **Northrise Business School** – *The Northrise Business School is dedicated to training business and other organizational leaders. The faculty is composed of high school graduates as well as full-time working business professionals who bring their expertise and practical experience to the classroom.*
- **Center for Information and Communication Technologies** – *The CICT is committed to offering students with the highest quality of computer technology skills to enable them serve businesses and other organizations in an efficient manner. The center envisions the promotion of innovative, relevant and viable research and development initiatives.*
- **Faculty of Theology** – *The faculty seeks to provide an in-depth knowledge of the tools to exegete the Holy Scriptures with integrity, thereby establishing and strengthening skills in the beliefs and practices of theology, ministry and service with a biblical understanding of God and the church.*
- **Faculty of Law** – *Full faculty description in progress. The faculty currently offers one undergraduate degree in this discipline.*
- **Faculty of Health and Social Sciences** – *Full faculty description in progress. The faculty currently offers two undergraduate programs and one graduate program.*

Northrise is becoming more operationally sustainable each year. The chart below demonstrates how the University is increasingly self-supporting operationally year-over-year as a percentage of total operating cost. (does not include capital projects).



Manager, Campus Facilities and Farm Operations

Overview

Northrise University is seeking an enthusiastic operations leader with a maturing Christian faith who understands and is committed to the development of a dynamic Christian university where the integration of faith and the intrinsic value of work and academic excellence is celebrated. This is a new position in the organization and the individual will have the opportunity to create, build, and train a strong team of maintenance professionals, lead a team of experienced farm personnel and manage capital projects.

The Manager, Campus Facilities and Farm Operations is responsible for the proper management and stewardship of all University property including grounds, facilities, related infrastructure, farm operations, and capital projects. He/she will develop, implement and monitor cleaning, routine, and preventative maintenance, and major maintenance programs to maintain grounds, buildings, and related infrastructure in effective and efficient operating condition. Farm operations oversight includes planning, project prioritization and financial analysis/performance reporting and communication with the Farm Committee. Farm operations experience is not necessary, as experienced farm supervisory and production personnel currently run the team. (Click [here](#) to read more on the current Farm Foreman, Gilbert Musonda.)

Because Northrise is an institution founded on Christian principles, the ideal candidate will embrace the spiritual mission and values of Northrise and share that commitment through their own Christian faith journey.

This senior management position's responsibilities include:

- 1) Develops implements and monitors cleaning, routine and preventative maintenance, and major maintenance and repair programs to maintain grounds, buildings, and related infrastructure in effective and efficient operating condition;
- 2) Participates in capital project evaluation and prioritizing with senior management;
- 3) Serves as project manager/liaison with future construction projects and related vendors and contractors;
- 4) Provides oversight of farm operations including planning, project prioritization and financial analysis and performance reporting.

In addition, this position recruits and trains quality facilities and farm operations staff dedicated to the University's overall success. We are looking for someone with a proven record of accomplishment in facilities and property management.

The Manager, Campus Facilities and Farm Operations is a full-time position based in Ndola, Zambia and will work closely with the Vice President of Operations. The Manager is expected to be an experienced professional, strategic thinker, and project planner, capable of developing and overseeing the day-to-day management of the University campus and farm. Systems and process development are key to the success of the Manager in his/her two-three-year project to lead the indigenous leaders to a sustainable/scalable model

for the management of the physical plant of the university and its relatively untapped framing operations capacity.

The Manager must be a hands-on operator and have the ability to develop, implement, and manage programs and projects to assure the cleanliness, safety, stewardship, and sustainability of assets under his or her care.

Responsibilities

The Manager will hold the following responsibilities:

- Facilities
 - develop and implement facility management program including preventative maintenance, safety and health compliance, and life-cycle requirements
 - supervise maintenance and repair of facilities and equipment and oversee facility refurbishment and renovations
 - plan and manage facility central services such as reception, security, cleaning, waste disposal and parking
 - implement best practice processes and allocate and manage facility space for maximum efficiency
 - manage human and capital resources effectively to optimize stewardship of facilities
 - generate and present regular reports and reviews of facility-related budgets, finances, contracts, expenditures and purchases
- Campus Infrastructure
 - Develop and implement campus infrastructure management program including routine and periodic maintenance and life-cycle strategy
 - Evaluate and provide oversight and supervision of all capital projects
 - Manage all water, power and sewer infrastructure including capacity planning, routine and life-cycle maintenance
 - develop and implement campus security plan
 - participate in campus master plan evaluation and implementation
- Farm Operations
 - develop and implement farm operations strategy
 - provide administrative oversight of farms operations
 - manage farm operations team
 - provide financial management including planning, analysis and reporting to Farm Committee
- Direct supervision of the assigned Facilities Management and Farm Operations Team
 - Grounds and Building Maintenance
 - Building Janitorial/Safety
 - Property/Building Engineers
 - Security
 - Farm Operations and Administration
- Recruitment, training and retention of qualified staff
- Infrastructure oversight includes water, sewer and power management
- Development and administration of facilities and farm operations budgets
- Evaluation, oversight and supervision of all capital projects
- Development and implementation of routine cleaning and maintenance schedules for all property and facilities including quality control standards

- Development and implementation of preventative maintenance schedules for all property, facilities, and related infrastructure
- Management of all outsourced maintenance and repair contracts
- Development of effective farm operations planning and financial reporting process
- All other duties as assigned.

Key Candidate Characteristics

- A God-honoring, passionate and committed leader
- A highly visible and charismatic advocate for the powerful ministry of family assistance services
- A confident person with a God-inspired humility
- A person who exudes a heart for God and a mind for business with an entrepreneurial spirit
- If married, a faithful and nurturing spouse
- If a parent, a respected father or mother
- A disciplined self-starter able to model a balance of urgency and respect for process
- A thoughtful and relentless listener
- A timely and genuine encourager
- A team-builder who leverages staff strengths and spiritual gifts
- Believes the Bible to be the inspired, infallible, inerrant and authoritative word of God
- Believes the only hope for man is to believe in Jesus Christ, the virgin-born Son of God who died to take upon Himself the punishment of the sin of mankind, and who rose from the dead so that by receiving Him as Savior and Lord, man is redeemed by His blood
- Involved and respected Christian lay leader and member in good standing of a Bible-believing church
- Able to articulate a personal testimony and related personal passion for generous giving.
- Servant's heart with a history of commitment to evangelism and discipleship.

Requirements

- 5 years+ experience as a property/facilities management including supervision of staff
- Bachelor's degree in Facilities Management, Facilities Engineering or related qualification such as project management, business management or construction management
- Working knowledge of principles and practices of project management, business administration and human resources
- Working knowledge of electrical and mechanical systems, procurement and contracts, health, safety, and environmental regulations
- Experience in construction, maintenance and all facets of facility operation
- Solid computer and systems knowledge.

For more information, or to apply for this position, please contact

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