



## The Ascension Island Government is looking for a Facilities Officer.

The Ascension Island Government is currently looking for a suitably qualified Facilities Officer to work within our Operations Directorate.

Ascension is a small volcanic island situated in the sub-tropical South Atlantic with a warm stable climate (26-34°C). This is a unique opportunity to contribute to our future success and to be part of a welcoming and friendly island community.

This is a new role, forming an essential part of the Facilities Team. The successful applicant will be responsible for coordinating the Facilities Management teams and will ensure that the Ascension Island Government's infrastructure and estate are maintained to a high standard.

An experienced administrator; you will oversee the programming and subsequent audit of compliance led work, identifying shortcomings and driving improvements in the process. You will be producing reports on performance, ensuring materials are received and that all health and safety documentation is in place before work starts. Preferably you will hold a qualification from the Institute of Workplace and Facilities Management (or equivalent) but must be willing to work towards a qualification as a minimum.

### What are we offering?

We are offering a two year contract with a salary of £8,500 - £10,000 per year (taxable in Ascension Island) dependent upon experience. You will also receive benefits worth over £10,000 per year:

- 37.5 hour working week
- Rent free accommodation (with electricity and water allowances)
- A food allowance
- Relocation costs from country of recruitment to Ascension Island
- 30 days annual holiday (with additional 9 days public holidays)
- One mid-contract return journey to the country of recruitment/residence
- A gratuity payable on the successful completion of a 2 year contract

This appointment will be subject to:

- Satisfactory employment references
- Basic criminal record check
- Medical clearance (Ascension Island has limited Medical Facilities. If you believe that you have a medical condition that may be difficult to treat here please contact our Senior Medical Officer for a confidential discussion at [smo.hospital@ascension.gov.ac](mailto:smo.hospital@ascension.gov.ac))

**Closing Date:** 7<sup>th</sup> of April 2019 (midnight)

**Interviews:** via Skype in the week commencing 15<sup>th</sup> of April 2019.

We are looking for the successful applicant to start in April. For an informal discussion about the role please email [recruitment@ascension.gov.ac](mailto:recruitment@ascension.gov.ac) or call +247 67000 ext 150

**For more information and to apply visit:** [www.ascension-island.gov.ac/working-here/](http://www.ascension-island.gov.ac/working-here/)