



Job Description – Maintenance officer

Job Title: Maintenance Officer

Department: Production

Reports To: Program & Production Manager

Location: Kayonza

Deadline: September 30, 2025

About Women for Women International Empowerment Center LLC

Women for Women International Empowerment Center LLC is a leading organization committed to advancing women's social and economic empowerment through skills training, education, and sustainable livelihood programs. The Center provides a supportive and inclusive environment where women gain access to resources, vocational training, and opportunities to build independent futures for themselves, their families, and their communities.

As part of its commitment to excellence and sustainability, the Center prioritizes the effective management of facilities, infrastructure, and equipment that support its training programs, community services, and empowerment activities.

1. Job Purpose

The Maintenance Officer plays a critical role in ensuring that the Center's facilities, training equipment, and infrastructure are well-maintained, safe, and fully functional. This role ensures that classrooms, workshops, community spaces, and utility systems operate at maximum efficiency while meeting safety, environmental, and quality standards. By doing so, the Maintenance Officer directly contributes to creating a secure and supportive environment for women's empowerment programs.

2. Key Responsibilities

A. Maintenance Planning & Management

- Develop and implement preventive, corrective, and predictive maintenance plans for all facilities and training equipment.
- Schedule routine inspections and servicing of utilities, classrooms, training workshops, and community spaces.



- Ensure minimal disruption to training and empowerment programs by proactively addressing maintenance needs.

B. Team Supervision

- Lead, train, and supervise maintenance staff, technicians, and service contractors.
- Assign daily tasks, monitor performance, and ensure adherence to safety and operational guidelines.
- Foster a culture of safety, inclusivity, and accountability in all maintenance operations.

C. Equipment & Facility Management

- Oversee installation, calibration, and repair of infrastructure and systems (water, electricity, sanitation, HVAC, etc.).
- Ensure that training equipment and community facilities are maintained to support program delivery.
- Keep accurate records of equipment servicing, repairs, and asset management.

D. Compliance & Safety

- Ensure compliance with occupational health, safety, and environmental regulations.
- Conduct regular safety audits and implement corrective actions.
- Promote safe and sustainable practices aligned with the Center's community empowerment values.

E. Budget & Reporting

- Develop and manage the maintenance department budget in line with organizational priorities.
- Optimize resource use and negotiate with vendors to ensure cost-effective solutions.
- Prepare and submit regular reports on facility status, maintenance activities, and key performance indicators.

3. Key Performance Indicators (KPIs)

- Facility and training equipment uptime (%) and downtime reduction.
- Preventive maintenance schedule adherence.
- Budget utilization vs. cost savings achieved.



- Safety compliance and number of incidents reported.
- Timeliness of maintenance response to urgent issues.
- Staff training and development in maintenance practices.

4. Qualifications & Experience

- Bachelor's degree in Mechanical/Electrical Engineering, plumbing Facilities, or a related field.
- Minimum **2–5 years** of experience in maintenance management, preferably within NGOs, education/training institutions, or community centers.
- Strong technical knowledge of mechanical, electrical, and plumbing systems.
- Experience with **Computerized Maintenance Management Systems (CMMS)** is an added advantage.

5. Skills & Competencies

- Strong leadership and people management skills.
- Excellent problem-solving and troubleshooting ability.
- Knowledge of safety, environmental, and compliance standards.
- Strong organizational and project management skills.
- Budget management and resource optimization.
- Effective communication skills, with sensitivity to working in a community-based and empowerment-focused environment.

6. Working Conditions

- Based at Kayonza
- Combination of office work and fieldwork across the Center's facilities and training areas.
- May require flexibility to work evenings, weekends, or during emergencies



How to Apply

Interested candidates should submit their **CV, cover letter, and copies of academic/professional certificates** to careers@urugowoc.com by **October 05, 2025**. Please indicate “*Application for Maintenance Manager*” in the subject line.

We encourage applications from **women and qualified candidates with experience in community health, counselling, and empowerment initiatives.**

Only shortlisted candidates will be contacted