



Role Title: Administrator/Facilities Manager

Overview: The main duty of the Administrator/ Facilities Manager is to support the Project Director in fulfilling the strategies of COPA. In doing so you will further our aim of running an efficient and accountable organisation which delivers a high quality of education for the young people who attend our schools.

Role Duties and Responsibilities: While many of the duties covered below indicate “management of”, it is expected from time to time, a “hands-on” involvement will be necessary, particularly in connection with plant, equipment, and building maintenance at the two sites.

Administrator

- Supporting the Project Director in the general administration of the Project and in advising the COPA committees of annual budget requirement;
- Working with the Project Director in managing the COPA budget and in obtaining value for money;
- Maintaining day to day accounting records;
- Liaison with bankers, suppliers, and Government officials as required;
- Reviewing clinic accounting records ;
- Reviewing school accounting records ;
- Preparing and submitting monthly financial returns.

Facilities Manager – Maintenance of Plant, Equipment and Buildings

- Ensuring the regular maintenance and repair, if necessary, of all COPA plants and equipment; vehicles, motorbikes, generators, computers, other equipment and buildings;
- Helping head teachers carry out regular maintenance checks to develop a habit of identifying required maintenance and developing a method of follow through to check that repairs have been made;
- Utilising a reporting system of faults and repairs in COPA accommodation, Clinics and offices from the Volunteers, to organise the appropriate remedial works ;
- Supervising maintenance staff with the goal of training them to be more proactive in maintenance and care of tools and equipment;
- Management and updating of routine maintenance records;

- Using the Annual Inspection form for each building and service to allow long term maintenance issues to be identified, specifying who to carry out remedial work (Maintenance Staff, Employed Tradespeople, Visiting Teams);
- Preparing reports as appropriate and consulting with the designated Buildings Committee member on more serious issues of maintenance and refurbishment.

Miscellaneous

- Responsible for the development of the COPA trade room programs;
- Together with others, hosting and directing work of visiting work groups;
- Managing COPA Messenger;
- Dealing with administration connected with the Fundacion;
- Assisting as required with Sponsorship and Database matters.

Responsible To: COPA Project Director and the Fundacion

Responsible For: COPA Messenger, and School Maintenance Staff and Night Watchmen in conjunction with School head teachers.

Salary: COPA pays a local stipend (approximately US\$450 per month) and provides one return flight from your home country, insurance and free apartment accommodation and utilities. Contribution towards National Insurance or equivalent.

Contract: 2 years (renewable by mutual agreement)

Location: Barahona Province, Dominican Republic

Start date: By agreement

Applications: Please submit your CV/Resume and a covering letter to copahr@gmail.com

A bit about COPA

Community Partners Association (COPA) was founded as a Christian organisation to bring new hope and empowerment to communities in the Dominican Republic. COPA has made a great difference in the communities it serves by building two schools in the villages of La Hoya and Bombita. Since 1992 we have helped educate thousands of children, founded two health clinics, supported pupils through secondary education, organised work skills training for leavers and supported many students through university.

We are now experiencing former pupils returning from higher education and university to work in their community. This certainly was not possible twenty years ago, when few children

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attended school and those who did, left being hardly able to read and write. For many years generations of poor Haitian families have migrated to the Province of Barahona where COPA is working and two thirds of the children in the COPA schools are Haitian.