

# WE ARE HIRING!



## Facilities and Maintenance Assistant

SLIBTEC is a high-tech ecosystem fostering innovation through cutting-edge technologies, dedicated facilities, and a vibrant research culture. It provides a linear research and development manufacturing platform for the biotechnology business.

### Qualifications Required:

- Bachelor of Engineering (B.Eng.) Degree / Diploma or equivalent qualifications.
- Minimum 1 Year of Working Experience in maintenance and administration of buildings, premises and services.

### Responsibilities:

- Inspect, fix, and maintain equipment, tools, and machinery used across the institute.
- Complete scheduled and reactive maintenance tasks in a timely manner.
- Conduct preventative maintenance and identify equipment or infrastructure requiring repair, upgrade, or replacement.
- Carry out basic painting, decorating, and repairs to flooring, fixtures, and fittings.
- Ensure offices, laboratories, meeting rooms, and common areas are well maintained and fully equipped.
- Report and address faults related to lighting, plumbing, furniture, and general building services.
- Follow institutional health and safety procedures at all times.
- Support compliance with laboratory, environmental, and safety standards appropriate to a biotechnology research institute.

### Skills and Competencies:

- Conversant with Building Management Systems.
- Computer literacy with AutoCAD.
- Communication skills both speaking and writing and presentation skills to be presentable to the business community.
- Exposure to administrative procedures.
- Flexible and adaptable to changing priorities, meeting deadlines, and working well under pressure.

If you meet the above requirements, please email your detailed CV with contact details and two non-related referees within 14 working days of this advertisement.

Please email your CV including two non-related referees, mentioning the position in the subject line,

Closing Date 15<sup>th</sup> March 2026

E-mail: [slibtec@gmail.com](mailto:slibtec@gmail.com)