



## **UFE IS RECRUITING ITS FACILITY MANAGER**

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### **UNIVERSITÉ FRANÇAISE D'ÉGYPTE**

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Founded in 2002, Université Française d'Egypte (UFE) is a national / Ahleya University under the dual supervision of the Egyptian and French Ministries of Higher Education and Research. It offers a promise to the new generation of pathfinders. A promise to receive unparalleled high-quality educational programs, a solid integration into the job market, and a dedication to securing a professional future. The hub of French higher education in Egypt, UFE offers a multicultural experience, providing degrees from renowned French universities accredited by France's Ministry of Higher Education and Research.

With tremendous support from both the Egyptian and French governments, UFE is ready to move to a new campus with a total area that exceeds thirty Fidan. The top-notch campus, with its superb design, is expected to receive students starting in the academic year 2026-2027, which will be a paradigm shift in UFE's educational and student life offerings alike.

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### **THE POSITION**

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The Facilities Manager is responsible for overseeing daily operations, facilities maintenance, budgeting, procurement, compliance, and staff supervision. They collaborate across departments to resolve issues and enhance efficiency. They also implement policies, monitor performance, and adopt best practices.

#### **Key Responsibilities**

- Develop and propose maintenance and facility management policies.
- Plan and lead campus logistics operations.
- Assist and advise university management in developing and implementing the logistics policy.
- Manage, organize, and coordinate the activities of internal or external real estate services.
- Oversee diagnostics and development of technical recommendations.

- Optimize the operation of technical installations to achieve cost-effectiveness, energy efficiency, and comfort.
- Develop, justify, and monitor the execution of budget forecasts necessary for service activities or projects.
- Define the terms of contracts with external providers for maintenance, transportation and facility management.
- Supervise maintenance work (organize, study, plan, control, and accept).
- Prepare quotes, conduct commercial negotiations, control estimates, and coordinate and monitor the execution phase of work by contractors according to specifications.
- Prepare action plans and reports, dashboards, and performance indicators.
- Manage and monitor activity indicators and databases.
- Enforce hygiene and safety regulations and ensure their application.

## Education and Experience

- Bachelor's degree in business administration, Management, or a related field, supplemented by relevant professional training courses in facilities management, safety regulations, master's degree in business administration is preferred.
- 7-10 years in facilities management, preferably in a university or institutional setting.

## Profile Sought

- Leadership & Team Management: Supervising staff and coordinating security/facilities teams effectively.
- Strategic Planning: Budgeting, procurement, policy development, and compliance with safety regulations.
- Communication: Cross-departmental collaboration, issue resolution, and stakeholder coordination including government entities.
- Problem-Solving: Handling escalated complaints, performance monitoring, and logistics for events/transportation.

## The application should include:

- Cover letter specifying the motivation for the position.
- Curriculum vitae.
- The Cover letter and the CV should be submitted in English or French.



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FRANÇAISE  
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Any application that does not include all the documents listed above will be considered inadmissible and will not be reviewed.

For further information, please get in touch with Mr. Mohamed Okasha, HR Director

**(hr@ufe.edu.eg)**

Applications should be sent to

**presidence@ufe.edu.eg**

**hr@ufe.edu.eg**

Deadline to apply: February 25, 2026