



**ECOWAS BANK FOR INVESTMENT AND DEVELOPMENT (EBID), based in Lomé, Togolese Republic, is seeking to recruit a qualified person, who is citizen of the Community, to fill the following vacancy in the Professional Staff category:**

Position	Main duties	Qualification, experience and skills
<p>HEAD OF FACILITIES, ESTATE &amp; SUPPORT SERVICES  (Grade P4-1)</p>	<p><u>Job summary</u></p> <p>The successful candidate will be, under the supervision of the Head of Administration and General Services Department, responsible for overseeing the maintenance and operational integrity of all Bank buildings, facilities, and technical equipment, as well as the planning and supervision of engineering and renovation projects to ensure quality, compliance, and service continuity. He/She will also manage the Bank's real estate and movable assets, general services, logistics, and vehicle fleet, while ensuring effective safety, security, and HSE risk management across all premises. Finally, he/she will lead reporting, budgeting, staff supervision, and sustainability initiatives aimed at optimizing resources and enhancing overall institutional efficiency.</p> <p><u>Duties</u></p> <ol style="list-style-type: none"> <li>1. Estate and Facilities Maintenance: Ensure proper maintenance, repair, and improvement of all Bank buildings and facilities, through preventive and corrective maintenance plans and supervision of contractors.</li> <li>2. Engineering and Project Management: Plan, design, and oversee construction, renovation, and refurbishment projects, ensuring quality, timelines, and compliance with technical specifications.</li> <li>3. Assets and Equipment Management: Manage all technical and infrastructure assets, maintain an updated inventory, and ensure efficient operation and replacement of equipment and systems.</li> </ol>	<ul style="list-style-type: none"> <li>• Master's degree in civil engineering, Building Engineering, Infrastructure, Architecture or Facilities Management, or any other relevant technical discipline related to construction, estate, or infrastructure operations.</li> <li>• Recognized professional certification, such as IFMA – Certified Facility Manager (CFM), PMP from PMI will be considered a strong asset.</li> <li>• A minimum of seven (7) years of progressively responsible experience, specifically in:             <ul style="list-style-type: none"> <li>➢ Leading the management and operational oversight of large-scale buildings, infrastructure portfolios, and technical facilities;</li> <li>➢ Directing engineering works, renovation programmes, and construction projects, including tender processes, budget preparation, resource planning, and compliance with technical standards;</li> <li>➢ Managing preventive and corrective maintenance strategies for complex systems, including electrical networks,</li> </ul> </li> </ul>



	<p>4. Safety and Security Management: Implement and monitor the Bank's health, safety, and security policies, oversee physical security systems, and coordinate emergency and risk management measures.</p> <p>5. General Services and Operational Support: Provide logistical and operational support for maintenance, utilities, and daily service requests, ensuring service quality and compliance with internal standards.</p> <p>6. Reporting and Compliance: Prepare technical reports, budgets, and audits related to infrastructure and maintenance; recommend improvements to enhance operational efficiency.</p> <p>7. Property and Administrative Management: Administer the Bank's real estate portfolio, leases, and property records; maintain the asset register for movable and immovable property.</p> <p>8. Logistics and Transport Management: Oversee fleet operations, drivers, and official transport logistics; supervise mail, courier, and general support services.</p> <p>9. Governance, Staff Management, and Sustainability: Develop and monitor operational policies and KPIs; supervise support staff and promote environmentally responsible and sustainable practices.</p> <p>10. Execute all other tasks assigned by the Head of Department.</p>	<p>HVAC installations, power generation equipment, and fire safety systems;</p> <p>➤ Demonstrated experience within a development finance institution, banking environment, international organisation, or regional institution, which will be considered a significant advantage.</p> <ul style="list-style-type: none"><li>• Excellent leadership, communication, and interpersonal skills, with the ability to collaborate effectively across departments and influence stakeholders at all levels of the organization.</li><li>• Strong analytical and problem-solving skills, with the ability to make risk-based decisions in a fast-paced environment.</li><li>• Proven ability to lead, develop, and motivate a diverse team of support staff, technical professionals, and external service providers.</li><li>• Full working proficiency in either English or French, with strong knowledge of the second language considered a distinct advantage.</li></ul>
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❖ **OTHER REQUIREMENTS**

- Be a national of one of the ECOWAS Member States;
- Must not be above 45 years at the time of recruitment;
- Have sound knowledge of computer tools (Word, Excel, Access and Power Point);

❖ **APPLICATION MUST INCLUDE THE FOLLOWING:**

- A detailed curriculum vitae,
- A cover letter,
- Copies of academic and professional certificates,
- A copy of national identity card or passport,



BANQUE D'INVESTISSEMENT ET DE DÉVELOPPEMENT DE LA CEDEAO  
ECOWAS BANK FOR INVESTMENT AND DEVELOPMENT  
BANCO DE INVESTIMENTO E DE DESENVOLVIMENTO DA CEDEAO

- A copy of birth certificate.

Interested candidates should submit by email, their applications to [recrutbidc@bidc-ebid.org](mailto:recrutbidc@bidc-ebid.org), no later than **January 12, 2026** with the subject “**Application – Head of Facilities, Estate & Support Services**”.

**N.B.**: Only shortlisted candidates will be invited for interview. EBID reserves the right to withdraw the notified vacancy or offer position at a lower grade. Female applications for EBID jobs are strongly encouraged.