

kkteng

From: lyn.chen@cpf.gov.sg
Sent: Thursday, 18 February, 2010 9:56 AM
To: kkteng@trentglobal.com
Cc: costner.heng@cpf.gov.sg
Subject: Job Opportunities in CPF Board

Dear Mr Teng,

As spoken, we would appreciate if you could help disseminate the information to the students/graduates under the Facilities Management degree programme that CPF Board is recruiting for the positions below. Thank you once again for assisting us in our recruitment.

1) Manager/Assistant Manager (Facilities Management)

Job Responsibilities

- To plan and manage effectively the Board's building facilities and operations.
- To prepare management paper and contract specifications to execute preventive/corrective maintenance works and minor project works.
- To manage and lead the technical staff and managing agent and security vendor in the deployment of manpower resource, and delivery of services to building users.
- To oversee security operation and conduct spot-checks on security vendor during and after office hours.
- To plan and manage effectively all matters on security and fire safety, including regular review of the policies, processes and procedures.
- To provide professional security and fire safety consultancy services to tenants and users.
- To conduct investigations on any security and safety issues.

Job Requirements

The candidate must possess the following qualifications and attributes:-

- A good relevant degree from a recognised university in Building, Engineering or Facilities Management
- Knowledge in building management, drafting of contract specifications and experiences in upgrading and maintenance of facilities equipment.
- Good analytical, communication and leadership skills.
- Strong organisational skills and effective writing skills.
- Must be a Fire Safety Manager registered with SCDF.

2) Executive Officer (Facilities Management)

Job Responsibilities

To supervise managing agent and term contractors in ensuring quality preventive/corrective maintenance works are carried out promptly.

- Verify performance of managing agent to ensure compliance with service level agreement.
- Verify electrical and mechanical stocks held by the managing agent.
- Attend to servicing of M&E equipment and building works after office hours.
- Attend to handing and taking over of tenant's premises.
- To assist in conducting spot checks on security vendor during and after office hours.
- Respond to emergency breakdown calls.

Job Requirements

The candidate must possess the following qualifications and attributes:-

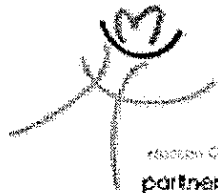
- Possess trade certificate from a recognised technical institute.
- 5 years experiences in maintenance of electrical and mechanical equipment
- Experience in managing high-rise commercial building will be an advantage.
- Good trouble shooting hands-on skills in electrical and air-conditioning.
- Holder of electrical license preferred.

Apply on-line at <http://mycpf.cpf.gov.sg/CPF/Join-Us/>

Salary will commensurate with qualifications and experience.

We regret that only shortlisted candidates will be notified.

With Warmest Regards,



Lyn Chen (Ms)
Executive Officer (Human Resource) | Human Capital Management Division
Central Provident Fund Board | 79 Robinson Road Singapore 068897
☎ 6229 4225 | ☎ 6229 3527 | ✉ lyn.chen@cpf.gov.sg

Executive Officer (Human Resource) | Human Capital Management Division

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