



Job Description

Position Title	Deputy Manager/Manager, Faculty Housing
Department	Office of Academic Operations
Reporting To	Head of Administration
Dotted line reporting	Head of Academic Operations
Type of Position	Full Time

POSITION DESCRIPTION

Deputy Manager / Manager for Faculty Housing will primarily be responsible to oversee the smooth operation and management of housing services for Habib faculty and fellow members. The ideal candidate will ensure efficient allocation, maintenance, and administration of residential facilities, while providing exceptional service and support to our faculty community.

DUTIES AND RESPONSIBILITIES

1. Identification of faculty housing location, selection of a site that offers convenient access to campus, a safe and pleasant living environment, and integration with essential services and the community.
2. Manage the assignment and allocation of housing units to faculty members in line with institutional policies.
3. Maintain copies of records of occupancy, contracts with vendors, and resident information.
4. Coordinate housing transfers and move-ins/outs, ensuring a smooth and timely process.
5. Oversee the day-to-day maintenance, repair, and upkeep of housing facilities.
6. Liaise with maintenance teams and external contractors for routine and emergency repairs and conduct regular inspections to ensure that the housing standards are met, and to address any issues promptly in coordination with AO.
7. Serve as the main point of contact for faculty housing residents, and address inquiries, complaints, and requests efficiently.
8. Create a supportive living environment by actively engaging with residents, address their concerns promptly, mediate disputes, and offer tailored assistance to enhance the faculty's and fellows' community experience.
9. Assist in preparing and managing the housing budget, ensuring resources are allocated effectively.
10. Monitor housing expenditures, inventory, and supply levels, and identify cost-saving opportunities.
11. Develop, implement and enforce housing policies, safety protocols, and procedures in compliance with institutional regulations in coordination with AO.
12. Stay updated on housing regulations and legal requirements, ensuring compliance with applicable laws.
13. Prepare regular reports on housing occupancy, maintenance activities, and resident satisfaction.
14. Timely processing of rental and maintenance amounts, ensuring alignment with the Finance Department to avoid delays or discrepancies in payments

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Minimum Bachelor's in Business Administration, or equivalent.
Required Experience	✓ Minimum 5 years of relevant experience in administration and property management. This role requires a strong background in property or housing management, excellent interpersonal skills, and the ability to handle multiple tasks in a fast-paced environment.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Communication skills (verbal and written)	High
2.	Problem solving skills	High
3.	Leadership	High
4.	Decision-making	High

Verified By (For HR Only)

Line Manager (If Any)

Head of the Department