

**STATE MINISTRY OF URBAN DEVELOPMENT,  
COAST CONSERVATION, WASTE DISPOSAL AND  
COMMUNITY CLEANLINESS**



**URBAN INVESTMENT  
& DEVELOPMENT COMPANY  
(PVT) LTD (UNIDEP)**



(Fully owned subsidiary of Urban Development Authority)

**VACANCY**

**POST OF FACILITIES MANAGER**

Applications are invited from suitably qualified persons for the post of Facilities Manager, at the Urban Investment & Development Company (Pvt) Ltd, "Sethsiripaya"- Stage II, Battaramulla.

**Candidate Profile**

- BSc (Hons) Degree in Facilities Management which is recognized by the University Grants Commission
- Minimum 3 Years' Experience in the field of Facilities Management in similar capacity
- Good communication skills and ability to work in a well disciplined team of employees
- Good Managerial skills
- Excellent talent to interact with people in a positive and courteous manner

**Key Responsibilities**

- Implementing proper Maintenance plans including Preventive and Corrective
- Coordinating all hard and soft services including janitorial service, reception, catering, security and mechanical/electrical/plumbing/civil and carpentry (MEPCC) building maintenance according to the standards
- Procurement work
- Health & safety management
- Administrative work

Application giving full particulars (with photocopies of all certificates) should be sent under registered cover with the name of the post applied for stated on left-hand corner of the envelope to reach "Director, Urban Investment & Development Company (Pvt) Ltd., Ground Floor, Sethsiripaya Stage II, Battaramulla." or E-mail to [unideps2@gmail.com](mailto:unideps2@gmail.com) within 07 days of this advertisement.

**Director,  
Urban Investment & Development Company (Pvt) Ltd**