

VACANCY – ASSISTANT FACILITIES MANAGER

James Hope College (JHC) is a private, world class residential co-educational secondary school located in the tranquil area of Lekki, Lagos State, which offers a Nigerian/British curriculum. We require a suitably qualified and experienced professional for the position of a **Assistant Facilities Manager**.

Qualifications:

- Bachelor's degree in either Facilities Management, Civil Engineering, Surveying, Architectural Design or Business Administration.
- The ideal candidate should have significant and impeccable facilities management experience spanning not less than 8 years in a reputable organisation. Any experience in a boarding school environment will be an added advantage.

Main Responsibilities:

As the **Assistant Facilities Manager**, you will be managed by the Senior Facilities Manager and will be responsible for the management of services and processes that support the core business of the College. You will ensure that best practices are followed for maximum efficiency and that the most suitable working environment is attained for students, employees, and College activities.

JHC has exceptional and world class structures and facilities and therefore require an outstanding Assistant Facilities Manager. If you think you are capable of:

- Maintaining school buildings and facilities to be in good and pristine condition
 - Practicing and enforcing health and safety rules
 - Exhibiting leadership skills needed to lead a dedicated team of maintenance staff
 - Showing confidence in your ability to understand and communicate the school's ethos and vision
1. A current Curriculum Vitae.
 2. Copy of educational qualifications (*certificates*). Please note that the originals will be required for sighting during the interview.
 3. A cover letter justifying why you should be the successful candidate (*not more than one page*).
 4. Contact details of three reference (*one must be from your most recent employer*).

Please send your application not later than Wednesday 24th June 2026 to principal@jameshopecollege.edu.ng . Kindly indicate the position you are applying for in the subject line of your email. Only shortlisted candidates will be contacted. For more information about James Hope College, Lagos please visit www.jameshopecollege.edu.ng

VACANCY – CARPENTER

James Hope College (JHC) is a private, world class residential co-educational secondary school located in the tranquil area of Lekki, Lagos State, which offers a Nigerian/British curriculum. We require a suitably qualified and experienced tradesman for the position of **Carpenter**.

Qualifications:

The ideal candidate must have a minimum of Secondary School Certificate, excellent communication skills, must have a prior experience of carpentry works spanning not less than 5 years.

Main Responsibilities:

The primary responsibility of all JHC technicians is jobs related to the outfitting, maintenance and enhancement of buildings, related structures and facilities.

The technicians inspect, repairs, installs, modifies, and maintains fixtures in systems related to their specific units (i.e. Electrical, Plumbing, R&A, Generator Operations and Carpentry); advises on and resolves more complex tasks and follows given instructions and safety regulations.

Responsibilities include:

- Periodic checks of all wood and metal fittings in common areas, boarding houses, staff residences, offices and classrooms.
- Maintain periodic checklist of all furniture in the college.
- Record and report any defective furniture and fittings.
- Repair of any fault in the offices, residences, classrooms and common areas.
- Identifies Health and Safety issues as it relates to job functions and take necessary preventive action.
- Maintain record of all jobs carried out in each location.
- Carry out monthly inventory of all carpentry tools in store and advises facility/line manager on status or procurement if necessary.
- Advise facility/line manager on adequacy, availability and procurement of carpentry repair consumables and materials.
- Report any faults to the Senior Facility Manager or designated staff.
- Provide assistance to other technicians and colleagues when required.
- Any other duty as assigned by Management.

If you possess the above qualities and experience, then send us the following:

1. A current Curriculum Vitae (*not more than 2 pages*).
2. Copy of educational qualifications (*certificates*). The originals will be required for sighting during the interview.
3. A cover letter justifying why you should be the successful candidate (*not more than one page*).
4. Contact details of three reference (*one must be from your most recent employer*).

Please send your application not later than Wednesday 24th June 2026 to principal@jameshopecollege.edu.ng . Kindly indicate the position you are applying for in the subject line of your email. The successful candidate is expected to start as soon as possible. For more information about James Hope College, Lagos, please visit www.jameshopecollege.edu.ng