



BOLO
INSTITUTE
OF TECHNOLOGY
— est. 2023 —

RECRUITMENT PROFILE

Facilities / Operations Lead

Turn a building into a campus.

BOLO IT is seeking a Facilities / Operations Lead to prepare its four-floor campus for teaching and then keep it running: furniture and equipment installation, utilities, safety and signage, maintenance, and the daily operation students and staff experience as the institution.

Location	Douala, Cameroon
Employment	Full-time Facilities & operations
Reports to	Executive Director
Expected start	May 2027
Sector	Higher education Facilities Operations

The institution

BOLO Institute of Technology is a technology-focused higher-education institution in Cameroon, architected around three pathways — Higher National Diploma, Bachelor's and Master's — and being developed to prepare technology professionals, innovators, researchers and entrepreneurs for opportunities in Cameroon, across Africa and internationally.

BOLO IT is being built around a distinctive educational model: rigorous academics combined with hands-on laboratories, real-world projects, internships, professional certifications, mentorship and instruction shaped by experienced technology practitioners. The institution is intentionally globally oriented, AI-enabled and Silicon Valley-inspired.



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www.boloinstitute.com



Deido - Douala
Cameroon



A student educated at BOLO IT in Cameroon should leave with the academic foundation, practical capability, AI fluency, professional exposure and confidence to compete with technology talent anywhere in the world.

The opportunity

The campus occupies four floors, each with a different purpose, and all of it has to be ready on a fixed date. This role takes the building from lease to teaching-ready: receiving and installing classroom and laboratory furniture, coordinating contractors, connecting utilities, establishing fire safety and signage, and preparing rooms to a timetable. From launch it becomes the operational centre of the campus — maintenance, cleaning and security supervision, room readiness, and the daily standard of the place.

Mandate

- Have every teaching space ready, equipped and safe before the first cohort arrives.
- Receive, verify and install a substantial furniture and equipment order without losses or surprises.
- Establish fire safety, emergency routes and signage that would withstand inspection.
- Set a standard of upkeep that tells students the institution takes itself seriously.
- Keep utilities, maintenance and contractors under control and within budget.
- Supervise the security and cleaning team so the campus is safe and presentable every day.





Core responsibilities

Campus preparation & fit-out

Coordinate the preparation of all four floors — room allocation, furniture and equipment installation, contractor scheduling and readiness against the launch date.

Furniture & equipment logistics

Receive and verify deliveries including imported furniture, check quantity and condition against order, manage assembly and installation, and maintain the asset record.

Safety, security & compliance

Establish fire safety equipment and drills, emergency routes, signage, access control and the safety practice that regulatory and insurance inspection expects.

Utilities & building services

Manage electricity, water, waste and any backup power; monitor consumption against budget and resolve service failures quickly.

Maintenance & contractors

Run planned and reactive maintenance, hold contractors to scope and cost, and keep repair records for the building and its equipment.

Team supervision & daily operations

Supervise the security and cleaning team, set rotas and standards, and ensure teaching spaces are ready and presentable each day.





First-phase priorities

1. Survey all four floors and confirm room allocation against the teaching timetable.
2. Plan the sequence of fit-out, delivery and installation against the launch date.
3. Receive and verify the classroom, laboratory and office furniture orders.
4. Coordinate installation of chairs, desks, whiteboards, projectors and laboratory benching.
5. Confirm utilities connections, capacity and any backup power arrangements.
6. Install fire safety equipment, emergency signage and evacuation routes.
7. Establish access control, keys and out-of-hours security arrangements.
8. Recruit, induct and rota the security and cleaning team.
9. Set up maintenance records, supplier contacts and the asset register.
10. Complete a room-by-room readiness check before the first teaching week.



Required qualifications

- Higher National Diploma, degree or trade qualification in facilities management, building services, engineering or a related field.
- Experience preparing or managing a commercial, educational or institutional building, including contractor coordination.
- Practical understanding of electrical, water and building services sufficient to judge contractor work.
- Experience receiving and verifying substantial equipment deliveries, including imported goods.
- Working knowledge of fire safety and occupational safety requirements.
- Experience supervising a small operational team; working ability in English and French.

The person we are looking for

This role suits someone practical and organised who is comfortable being accountable for a fixed opening date, and who notices the details that make a place feel cared for.

Delivery focus

Works backwards from a date that will not move.

Practical competence

Can tell finished work from work that has merely stopped.





Safety seriousness

Treats fire routes and drills as obligations to students, not as paperwork.

Supplier firmness

Holds contractors to scope, cost and date without making enemies.

Standards eye

Notices the broken fitting and the unswept stair before anyone reports them.

Team leadership

Gets consistent work from a small team through clear rotas and visible standards.

What success looks like

In the first year

Within the first year, BOLO IT should have every teaching space fitted out and in use, a verified asset register, fire safety and signage complete with drills run, reliable utilities within budget, a working maintenance routine, and a security and cleaning team operating to a set standard.

Over time

Over time, success will be measured through campus condition and upkeep, safety and inspection outcomes, utilities and maintenance spend against budget, equipment lifespan and loss rates, room availability against the timetable, and how students and staff describe the environment they work in.



The BOLO IT graduate

A BOLO IT graduate should be academically grounded, technically capable, AI-fluent, practically experienced, globally minded, professionally prepared, innovative and entrepreneurial. Students should leave with more than transcripts — they should leave with projects, software, research, certifications, portfolios, internships, professional relationships and evidence of real-world capability.

How to apply

| We believe world-class technology talent can be developed anywhere.

Our ambition is to build one of Africa's leading technology institutions and develop graduates capable of competing with technology talent anywhere in the world.

Applications and enquiries should be sent to info@bolo89.com. Please include a curriculum vitae and a short covering letter setting out why this role, at this institution, at this moment.

BOLO Institute of Technology is an equal-opportunity employer. This profile describes the role as currently planned; details may be refined before appointment.



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