



BOLO
INSTITUTE
OF TECHNOLOGY
— est. 2023 —

Facilities Assistants (2)

Recruitment Profile

The condition of the campus is part of the education.

BOLO IT is recruiting two Facilities Assistants to keep the campus clean and properly maintained — classrooms, offices, toilets, common areas and grounds — to a standard students, families and visitors notice.

Location	Cameroon
Employment	Full-time Facilities
Openings	2 positions
Reports to	Finance & Administration Manager
Sector	Higher education Facilities

About BOLO IT

BOLO Institute of Technology is a higher-education institution in Cameroon, architected around three pathways — Higher National Diploma, Bachelor's and Master's — and being developed to prepare professionals, innovators, researchers and entrepreneurs across science, technology, health, agriculture, business and the applied professions, 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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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

A campus that is clean and in good order tells students the institution takes itself seriously. These two roles keep classrooms, offices, washrooms and common areas ready for use every day, and report the maintenance problems that need a trade before they become expensive.

Mandate

- Keep teaching and working spaces ready for use, every day.
- Hold washrooms and common areas to a standard families would judge favourably.
- Report faults early, while they are still small.
- Handle equipment and materials safely.

Key responsibilities

Classroom & office cleaning

Clean and prepare classrooms, laboratories and offices to the daily schedule, ready for teaching and work.

Washrooms & common areas

Maintain toilets, corridors, reception and common areas throughout the day, with supplies kept stocked.

Grounds & general upkeep

Keep external areas, entrances and waste handling tidy and orderly, including after events.





Fault reporting & safety

Report damage, leaks, electrical faults and hazards promptly, and use cleaning materials and equipment safely.

Qualifications and experience

- Basic education, with practical cleaning or facilities experience.
- Experience in a school, office, hospital or comparable setting is an advantage.
- Able to work to a daily schedule with limited supervision.
- Sound understanding of safe handling of cleaning chemicals and equipment.
- Working ability in English or French.

Personal attributes

This role suits someone who takes pride in a room that has been properly turned round, and who notices the fault nobody reported.

Thoroughness

Cleans the part of the room nobody inspects.

Reliability

The schedule holds without needing to be checked.

Care with property

Treats laboratory and classroom equipment as valuable, because it is.

Attentiveness

Reports the small fault before it becomes a repair bill.



How to apply

Applications are made through the BOLO IT website at **boloinstitute.tech/careers**, where this role can be opened directly and a CV attached to the enquiry form.

| 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.

This profile is drafted from the institution's proposed staffing schedule and is subject to institutional sign-off. It states no salary, closing date or benefit, because none is yet set.



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