

Facilities Management & Technical Services

Background Information: Institut Pasteur du Cambodge (IPC) is a Cambodian non-for-profit research institution established in 1953, IPC is today a scientific research establishment declared of public utility placed under the high patronage of the Ministry of Health of the Kingdom of Cambodia and under the responsibility of the Institute Pasteur on the scientific and technical levels. IPC is a member of the Pasteur Network, which brings together 33 institutes present on five continents. It shares the Pasteurian values and the ethical charter to which the Pasteur Institutes are bound. IPC has more than 250 employees, including about 30 expatriates of 10 nationalities and includes 5 research units. It carries out research activities in health biology, public health and service activities (Medical Biology Laboratory, vaccinations and water and food analyses) and training.

Job Family: Administration & Support

Sub-Job Family: Facilities Management & Technical Services

Overview: Roles within the facilities management and technical services sub-job family at our research institute are integral to the success of our research institute, which is dedicated to life science and health research on infectious diseases and emerging pathogens. These professionals contribute significantly to the maintenance of high-quality facilities and the effective functioning of epidemiology/clinical research capacities.

Professionals within the facilities management and technical services sub-job family operate within well-defined procedures, placing a strong emphasis on regulatory compliance, ethical standards, and adherence to professional practices. As individuals progress in their careers within this sub-job family, they bring advanced expertise and innovation to their roles, contributing to strategic decision-making and providing leadership aligned with the overarching mission of our institute. Their collective efforts contribute to the seamless integration of facilities management into the institute's core research activities.

Level	Profile	Purpose
1	Facilities Management & Technical Services Attendant	Job holders at this level play a crucial role in maintaining the cleanliness, security, and overall functionality of IPC's research facilities. This includes responsibilities such as waste collection, facility cleaning, and ensuring a safe and secure environment. Facilities Attendants operate within established protocols to support the organization's commitment to high-quality life science and health research. They contribute to creating a conducive work environment for researchers and staff while adhering to regulatory standards and protocols.
2	Facilities Management & Technical Services Officer	Job holders at this level are responsible for the technical aspects of facilities management within IPC's laboratories and research facilities. They operate within established protocols to ensure the seamless operation of critical infrastructure. Facilities Officers play a key role in maintaining and troubleshooting equipment, contributing to the overall functionality of high-quality laboratories, and supporting the organization's commitment to infectious disease research and public health initiatives.
3	Facilities Management & Technical Services Supervisor	Job holders at this level oversee the day-to-day technical and operational aspects of IPC's research facilities. They lead the facilities team, implementing maintenance plans, health and safety protocols, and addressing any technical issues promptly. Facilities Supervisors play a key role in planning, working collaboratively with other departments to maintain a high standard of facility functionality.
4	Facilities Management & Technical Services Manager	Job holders at this level are responsible for the overall management of IPC's facilities. They develop and implement plans for facilities management, ensuring alignment with IPC's mission. Facilities Managers lead a team of professionals, overseeing facility maintenance, safety, and resource allocation. They collaborate with other departments to support the organization's research initiatives, contributing to the overall success of IPC's life science and health research.
5	Deputy Facilities Management & Technical Services Director	Job holders at this level are experienced professionals at this level play a key role in assisting the Facilities Director in providing strategic direction for facilities management. They oversee the implementation of policies and procedures, ensuring compliance with regulatory standards. Deputy Facilities Directors collaborate with other departments to support research initiatives, manage budgets, and contribute to the overall success of IPC's facilities. They exhibit leadership qualities, supporting the Facilities Director in guiding the facilities team towards operational excellence.

PASTEUR NETWORK

6	Facilities Management & Technical Services Director	Job holders at this level provide strategic leadership in facilities management, shaping guidelines and protocols to ensure the highest standards of safety, functionality, and efficiency within IPC's research facilities. They oversee the entire facilities framework, managing budgets and transportation, and collaborating with other departments to support ongoing research initiatives. Facilities Directors represent the department internally and externally, resolving potential conflicts, and contributing to the overall success of IPC's life science and health research by providing a well-maintained and conducive environment for researchers and staff.
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Level 1: Facilities Management & Technical Services Attendant

Job Purpose:

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Accountabilities:

Description	Key Result Areas
1. Ensure cleanliness, organization, and overall tidiness of research facilities, including waste management, sanitation processes, and routine cleaning procedures.	<ul style="list-style-type: none"> Well-maintained, organized, and sanitary research facilities Proper waste disposal procedures followed.
2. Support security protocols to safeguard the facilities, materials, and personnel, contributing to a safe and secure working environment.	<ul style="list-style-type: none"> Enhanced facility security Adherence to safety standards
3. Assist in the setup of space for various projects and experiments, ensuring the timely and efficient preparation of areas.	<ul style="list-style-type: none"> Timely setup of equipment.
4. Respond promptly to facility-related issues and communicate effectively with the Facilities Supervisor for quick resolution and efficient coordination, especially during routine cleaning and maintenance activities.	<ul style="list-style-type: none"> Quick resolution of facility issues. Clear communication with Facilities Supervisor.
5. Collaborate with the Facilities Officer to implement sustainable practices for resource efficiency, contributing to the organization's commitment to environmental responsibility during routine procedures.	<ul style="list-style-type: none"> Implementation of sustainable practices. Improved resource efficiency and environmental impact.

Qualifications & Experience:

- High School
- 1 - 2 years of relevant experience

Technical Competencies:

- Understanding of safety and security protocols relevant to the facility, including emergency response procedures.
- Proficiency in waste disposal procedures adhering to environmental and safety standards.
- Expertise in maintaining cleanliness and hygiene in various areas, including laboratories and common spaces.
- Knowledge of laundry processes and handling of cleaning agents.
- Awareness of security measures and protocols for the protection of personnel and research assets.

Behavioural Competencies:

- Team Collaboration: Collaborates effectively with other facilities staff to maintain a cohesive working environment.
- Adaptability: Demonstrates flexibility in handling various tasks within the facilities domain.
- Attention to Detail: Pays meticulous attention to cleanliness, safety, and security details in facility maintenance.
- Initiative: Takes the initiative to address issues promptly and efficiently.

Representative Jobs:

- Day Security Guard
- Night Security Guard
- Day Security Guard Team Leader
- Waste Collector
- Waste Treatment Operator - Decontamination / Sterilisation
- Cleaner
- Cleaner Team Leader
- Gardener
- Laundry Agent