

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 2: Facilities Management & Technical Services Officer

Job Purpose:

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.

Accountabilities:

Description	Key Result Areas
1. Coordinate day-to-day facilities operations, including routine installations, maintenance tasks, and specific tests to ensure the seamless functioning of research facilities.	<ul style="list-style-type: none"> Timely and effective execution of routine installations. Efficient performance of maintenance tasks and specific tests.
2. Ensure strict compliance with safety standards and protocols in all facilities, focusing on routine safety inspections related to installations and maintenance.	<ul style="list-style-type: none"> Facilities compliant with safety regulations during routine tasks. Adherence to established safety protocols.
3. Monitor and maintain detailed records of facility equipment, ensuring timely repairs, replacements, and proper maintenance schedules for routine tasks.	<ul style="list-style-type: none"> Updated and accurate records for routine equipment maintenance. Timely repairs, replacements, and adherence to maintenance schedules.
4. Collaborate with research teams to understand specific facility needs for routine installations and maintenance, ensuring timely support.	<ul style="list-style-type: none"> Improved alignment of facilities with research requirements for routine tasks. Timely resolution of routine facility-related issues.
5. Evaluate and recommend improvements to routine facility management processes for increased efficiency, constantly seeking innovative solutions.	<ul style="list-style-type: none"> Identification and implementation of process improvements for routine tasks. Enhanced overall facilities efficiency for routine activities.

Qualifications & Experience:

- Bachelor's degree in Engineering, or a related field
- 0 – 3 years of experience in engineering or related roles.
- Previous experience in routine installations, maintenance will be a plus

Technical Competencies:

- In-depth knowledge of maintenance procedures for laboratory and research equipment.
- Proficiency in calibration processes for scientific instruments.
- Familiarity with regulatory compliance related to facility maintenance.
- Experience in coordinating maintenance schedules for research projects.
- Ability to assess and address environmental factors impacting research activities.
- Knowledge of procurement processes for laboratory supplies and equipment.

Behavioural Competencies:

- Problem Solving: Effectively identifies and resolves maintenance issues in research facilities.
- Technical Proficiency: Demonstrates expertise in the maintenance and calibration of laboratory equipment.
- Organizational Skills: Efficiently coordinates maintenance schedules for research projects.
- Communication: Communicates clearly with team members and researchers regarding facility-related matters.

Representative Jobs:

- Maintenance Technician
- Metrology Technician
- Facilities & Transport Assistant