

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.

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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 4: Facilities Management & Technical Services Manager

Job Purpose:

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.

Accountabilities:

Description	Key Result Areas
1. Provide leadership in facilities management, aligning facilities with organizational goals and contributing to the success of infectious disease and public health research.	<ul style="list-style-type: none"> • Clear direction for facilities • Leadership that supports the organization's mission and research initiatives, considering all operations.
2. Collaborate with research and healthcare leaders to ensure facilities meet research goals, actively contributing to the advancement of infectious disease and public health research.	<ul style="list-style-type: none"> • Facilities supporting infectious disease and public health. • Collaboration with other departments to meet research objectives during operations
3. Evaluate and recommend new technologies or methodologies to improve facilities efficiency, driving innovation within the Facilities Management department.	<ul style="list-style-type: none"> • Identification and implementation of innovative solutions • Increased overall facilities efficiency
4. Lead major facility renovation and expansion projects, ensuring minimal disruption to ongoing research activities and successful project completion.	<ul style="list-style-type: none"> • Successful completion of major projects with minimal disruption • Effective collaboration with other departments
5. Foster a culture of continuous improvement in facilities management processes, encouraging employee engagement in process enhancement and efficiency.	<ul style="list-style-type: none"> • Increased efficiency through continuous • Employee engagement in process enhancement
6. Oversee the implementation of preventive maintenance programs for critical equipment, enhancing the longevity and reliability of essential assets.	<ul style="list-style-type: none"> • Effective preventive maintenance programs • Increased longevity of critical equipment for all operations.
7. Develop and implement safety protocols for emergency situations, ensuring staff training and a prepared response to unforeseen events.	<ul style="list-style-type: none"> • Well-defined safety protocols • Staff readiness for emergency situations during all operations.

Qualifications & Experience:

- Bachelor's degree in Engineering, Facilities Management or related field
- 7 - 10 years of experience in a related field



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- Previous experience in Facilities Management of 1 – 3 years.
- Significant leadership experience in managing complex facilities

Behavioural Competencies:

- Leadership: Provides leadership for the development and sustainability of research facilities.
- Contract Management: Negotiates and manages contracts with facility service providers.
- Sustainability Initiatives: Implements sustainability initiatives within research facilities.
- Financial Acumen: Manages complex facility budgets and resources effectively.

Technical Competencies:

- Planning for long-term facility development and resource allocation.
- Expertise in managing multiple research facility sites.
- In-depth understanding of building codes and standards for laboratory facilities.
- Experience in negotiating and managing contracts with facility service providers.
- Ability to implement sustainability initiatives within the research facilities.
- Leadership in maintaining a safe, secure, and efficient research environment.

Representative Jobs:

- Facilities & Transport Manager
- Deputy Metrology Manager
- Maintenance Manager