

## 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 Institut 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	<b>Facilities Management &amp; Technical Services Attendant</b>	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	<b>Facilities Management &amp; Technical Services Officer</b>	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	<b>Facilities Management &amp; Technical Services Supervisor</b>	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	<b>Facilities Management &amp; Technical Services Manager</b>	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	<b>Deputy Facilities Management &amp; Technical Services Director</b>	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	<b>Facilities Management &amp; Technical Services Director</b>	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 5: Deputy Facilities Management & Technical Services Director

### Job Purpose:

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.

### Accountabilities:

Description	Key Result Areas
1. Assist in directing overall facilities strategy, contributing to policy development, and ensuring effective implementation at all levels, including routine and non-routine procedures.	<ul style="list-style-type: none"> <li>• Relevant policies developed and implemented</li> </ul>
2. Provide leadership in the absence of the Facilities Director, overseeing major projects and ensuring the continuity of leadership, considering routine and non-routine operations.	<ul style="list-style-type: none"> <li>• Leadership continuity during absences</li> <li>• Successful completion of major projects with minimal disruption for all operations.</li> </ul>
3. Collaborate with the Facilities Director in budget planning and resource allocation, ensuring efficient use of resources to meet organizational needs, considering routine and non-routine tasks.	<ul style="list-style-type: none"> <li>• Well-planned budget for facilities management</li> <li>• Efficient use of resources aligned with organizational goals for all operations.</li> </ul>
4. Lead the development and implementation of sustainability initiatives within facilities, contributing to the organization's commitment to environmental responsibility, considering routine and non-routine operations.	<ul style="list-style-type: none"> <li>• Implementation of sustainable practices</li> <li>• Improved environmental impact through sustainable initiatives.</li> </ul>
5. Ensure compliance with relevant regulations and standards in all facilities operations to align with (International Organization for Standardization) standards and requirements, proactively identifying and resolving compliance issues, encompassing routine and non-routine activities.	<ul style="list-style-type: none"> <li>• Increased compliance with regulations and standards</li> <li>• Timely identification and resolution of compliance issues for all operations.</li> </ul>
6. Represent the Facilities Management department in cross-functional collaborations and initiatives, fostering effective communication and collaboration with other organizational departments, considering routine and non-routine operations.	<ul style="list-style-type: none"> <li>• Effective representation of the Facilities Management department</li> <li>• Collaboration with other organizational departments</li> </ul>

#### **Qualifications & Experience:**

- Master's degree in Engineering, Facilities Management or related field
- 11 - 14 years of experience in a related field
- Previous experience in Facilities Management of 5 years.
- Significant leadership experience in managing and directing complex facilities

#### **Technical Competencies:**

- Strategic leadership in coordinating and aligning facility management with organizational goals.
- Experience in developing and implementing facility policies and procedures.
- Oversight of multiple facilities and coordination of facility-related projects.
- Collaboration with organizational leadership to ensure facilities support research objectives.
- Expertise in crisis management and contingency planning for facility-related issues.
- Strong financial management skills for facility-related budgets and understanding of HSEQM principles and implementation

#### **Behavioural Competencies:**

- HSEQM Leadership: Provides leadership in health, safety, environment, and quality management.
- Policy Development: Develops and implements facility policies with a focus on HSEQM.
- Project Oversight: Oversees multiple facilities and facility-related projects.
- Crisis Management: Demonstrates expertise in crisis management and contingency planning.

#### **Representative Jobs:**

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