

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 |
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| 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

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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 6: Facilities Management & Technical Services Director

Job Purpose:

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.

Accountabilities:

| Description | Key Result Areas |
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| 1. Provide strategic direction and leadership in facilities management, aligning facilities with organizational goals and contributing to the success of infectious disease and public health research, including routine and non-routine operations. | <ul style="list-style-type: none"> • Clear strategic direction for facilities • Leadership that supports the organization's mission and research initiatives |
| 2. Oversee major projects, collaborating with leadership across departments, ensuring successful completion and minimal disruption to ongoing research activities, considering routine and non-routine operations. | <ul style="list-style-type: none"> • Successful completion of major projects with minimal disruption • Effective collaboration with other departments |
| 3. Ensure facilities operations align with ISO (International Organization for Standardization) standards and requirements. This includes establishing processes and documentation to meet ISO standards related to facility management, quality management, environmental management, and health and safety. | <ul style="list-style-type: none"> • Well-defined policies and procedures • Increased overall facilities efficiency through policy implementation |
| 4. Lead the evaluation and implementation of advanced technologies for facility improvement, driving innovation and efficiency within the Facilities Management department, including routine and non-routine tasks. | <ul style="list-style-type: none"> • Identification and implementation of innovative solutions • Increased overall facilities efficiency through technological advancements |
| 5. Represent the Facilities Management department in high-level organizational meetings and initiatives, fostering collaboration and effective communication, considering routine and non-routine operations. | <ul style="list-style-type: none"> • Effective representation of the Facilities Management department • Collaboration with other organizational departments |
| 6. Ensure the professional development and training of Facilities Management staff, fostering a culture of continuous improvement and enhancing the skills and knowledge of the team, considering routine and non-routine activities. | <ul style="list-style-type: none"> • Enhanced skills and knowledge among Facilities Management staff • Effective training programs and continuous improvement culture |

Qualifications & Experience:

- Master's degree in Engineering, Facilities Management or related field
- Minimally 15 years of experience in a related field
- Previous experience in Facilities Management of 8 years.
- Significant leadership experience in strategic planning and managing complex facilities with a proven track record of successful leadership

Technical Competencies:

- Executive leadership in setting the vision and strategy for the organization's facilities
- Oversight of all facility-related operations, including health, safety, environment, and quality management.
- Collaboration with executive leadership to align facilities with organizational objectives.
- Strategic planning for facility development, expansion, and sustainability.
- Expertise in navigating regulatory requirements and compliance in research facilities.
- Strong financial acumen in managing complex facility budgets

Behavioural Competencies:

- Executive Leadership: Sets the vision and strategy for the organization's facilities with a focus on HSEQM.
- Regulatory Oversight: Navigates regulatory requirements and ensures compliance in research facilities.
- Collaboration with Leadership: Collaborates with executive leadership to align facilities with organizational objectives.
- Financial Management: Manages complex facility budgets, including HSEQM-related initiatives.

Representative Jobs:

- HSEQM Manager