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| **Position Title:** | FACILITY MANAGER |
| **Position Number:** | 3001 |
| **Reports To:**  | Associate Director, Operations |
| **Project Worksite:** | Central Office |

**About PREVAIL:**

PREVAIL, or the Partnership for Research on Vaccines and Infectious Diseases in Liberia, is a clinical research partnership between the U.S. Department of Health and Human Services and the Liberian Ministry of Health

**Summary of Position:**

The Facilities Manager is responsible for maintaining the facility and grounds. The Facilities Manager performs and supervises tasks related to electrical, plumbing, security, environmental, safety, custodial and event coordination. This position requires a team player attitude, excellent interpersonal and communication skills, attention to details and project coordination. The Facilities Manager has a clear understanding of acceptable business practices in relationship to the function. The facilities manager has the ability to collaborate with and support management, project manager, project staff and others.

**Description of Responsibilities:**

* Manages and performs all work related to the maintenance of Project site and buildings including but not limited to plumbing, electrical, custodial and security of the facility.
* Maintains equipment on project grounds by closely monitoring equipment and completing necessary testing as required. Also maintains accurate records of all maintenance repairs. Performs repairs as needed.
* Develops and manages the facility work order system. Assigns tasks to appropriate team member(s).
* Oversees and provides custodial needs of the facility.
* Oversees and provides event coordination. Ensures proper scheduling of set up and take down for meetings, events, workshop, training and otherwise as directed.
* Keeps buildings safe by making sure they meet building code requirements.
* Works with Project Manager and others to report problems, solutions, and costs associated. Provides a weekly status update on any pending project.
* Supervises all facility groundskeepers, maintenance and custodial employees.
* Promotes a positive team attitude with employees, volunteers and others.
* Develops, oversees and may assist teams of contractors providing maintenance services such as cleaning, painting, and landscaping.
* Supervise contractors and vendors as it relates to maintenance.
* Develops and maintains a relationship with all contactors and vendors ensuring efficient facility operations.
* Implement procedures for handling, storing, safekeeping, and destruction of hazardous materials. Maintain facility operations system.
* Works with Project Manager to manage annual, semiannual, monthly, weekly or daily facility budget.
* May assist in key distribution as requested by management.
* Maintains facility wide inventory list and reviews list at least annually.
* Assists facility IT department when a change needs to be made requiring a change to facilities.
* Regularly inspects facility properties for areas of concern.
* Attends staff meetings regularly.
* Serves as primary contact for facility related emergencies, which may require evening and weekend work.
* Other duties as assigned

**Leadership Competencies:**

* Commitment to the Organization, its Mission and Values
* Cultural Sensitivity / Valuing Diversity
* Building and Managing Relationships / Encourages Collaboration
* Performance Management / Promotes Staff Accountability
* Conflict Management / Coaching and Mentoring
* Results Orientation / Commitment to Excellence
* Knowledge Sharing / Continuous Learning

**Qualifications**

* **Education:** Degree in Business Administration, Construction Management or related field.
* **Preferred Job-related Experience:** At least five (5) years of clerical and administrative support experience.
* **Additional Eligibility Qualifications: Minimum of three (3) years’ experience managing staff in multiple levels of an organization, both management and individual contributor level staff.**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned with or without notice.

*FHI Clinical values the diversity of our workforce. Without limiting the scope of the preceding provision, all persons who work or who seek to work in Liberia are entitled to enjoy and to exercise the rights and protections conferred by the Decent Work Act of 2015 irrespective of:  race, tribe, indigenous group, language, colour, descent, national, social or ethnic extraction or origin, economic status, community or occupation; immigrant or temporary resident status; sex, gender identity or sexual orientation; marital status or family responsibilities; previous, current or future pregnancy or breastfeeding; age; creed, religion or religious belief; political affiliation or opinion, or ideological conviction; physical or mental disability; health status including HIV or AIDS status, whether actual or perceived; irrelevant criminal record, acquittal of a crime or dismissal of a criminal prosecution against them; or personal association with someone possessing or perceived to possess one or more of these attributes.*

**Process to apply for this position:**

**Deliver the application to**:FHI 360 Financial Management Center

16th Street, Payne Avenue, Sinkor

Monrovia, Liberia

202-884-8000

**OR**

**Send an email to:** LiberiaRecruitment@fhiclinical.com

**INCLUDE**: Position Title and number, Current CV/Résumé, FHI Clinical Job Application