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| **Position Title:** | Facility Coordinator |
| **Position Number:** | 5007 |
| **Reports To:**  | Research Lab Manager |
| **Project Worksite:** | LIBR |

**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:**

Assure the effective functioning of a facility to provide an efficient and safe working environment for employees and their activities by using best business practices to manage resources, services and processes to meet the needs of the Institution.

**Description of Responsibilities:**

* Develop and implement a facility management program including preventative maintenance and life-cycle requirements
* Conduct and document regular facilities inspections
* Ensure compliance with health and safety standards and industry codes
* Allocate and manage facility space for maximum efficiency
* Coordinate intra-office moves
* Supervise maintenance and repair of facilities and equipment
* Oversee facility refurbishment and renovations
* Plan and manage facility central services such as reception, security, cleaning, catering, waste disposal and parking
* Implement best practice processes to increase efficiency
* Obtain quotes and tenders from vendors and suppliers
* Calculate and compare costs for goods and services to maximize cost-effectiveness
* Coordinate and monitor activities of contract suppliers
* Manage contractor and vendor relationships
* Manage and review service contracts to ensure facility management needs are being met
* Ensure delivery schedules and that quantity and quality criteria are met
* Check completed work by contractors and vendors
* Verify payment and invoicing match contract pricing
* Plan and monitor appropriate facility management staffing levels
* Ensure efficient utilization of facility maintenance staff
* Train staff and manage their performances
* Monitor expenses and payments
* Generate and present regular reports and reviews of facility-related budgets, finances, contracts, expenditures and purchases
* Develop and implement cost reduction initiatives
* Advise on and monitor energy efficiency
* Oversee environmental health and safety
* Assure security of the facility
* Respond to facility and equipment alarms and system failures
* Provide prompt response to requests and issues from facility staff and occupants.
* Other duties as assigned

**Skills**:

* Communication skills
* Planning and organizational skills
* Negotiation skills
* Problem analysis
* Decision-making
* Judgment
* Customer service orientation
* Adaptability
* Teamwork

**Qualifications**

* **Education: High School Diploma required. Bachelor’s** Degree in Facilities Management or related field preferred.
* **Preferred Job-related Experience:** At least five (5) years of related work experience.
* **Additional Eligibility Qualifications: Must have working knowledge of principals & practices of project management, business administration, finance, human resource management, electrical and mechanical systems, and procurement & contracts. Must have sound knowledge of health, safety, and environmental regulations. Must have experience in construction, maintenance and all facets of facility operation supervisory experience.**

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