



Join CIFOR-ICRAF and make a difference!

Facilities Manager (Ref. No.202429)

CIFOR-ICRAF brings more than 75 years of experience in harnessing the power of trees, forests, and agroforestry landscapes to address the most pressing global challenges of our time – biodiversity loss, climate change, food security, livelihoods, and inequity. It has partnerships in 64 countries, 159 funding partners and 192 active projects, alongside more than 2,200 completed projects across 92 nations. The organisation has an annual budget of USD 100 million, and a combined legacy investment of USD 2 billion in research and technology, policy, and development. On average, CIFOR-ICRAF research is cited nearly 137 times a day and appears in global media more than 3,000 times per year. CIFOR and ICRAF merged in 2019 and are both international organizations and CGIAR Research Centres. Learn more at cifor-icraf.org.

CIFOR-ICRAF is looking for a:
Facilities Manager

Overview

The position will oversee and ensure operational excellence is achieved in facilities administration across the organization by partnering with key departments, program teams, and country leaders (at both headquarters and country offices). The position will oversee the proactive maintenance, upgrade, and development of CIFOR-ICRAF facilities and infrastructure. The Facilities Manager will develop a multi-year facilities maintenance and development plan and budget based on strategic priorities, planned preventive maintenance cycles, condition assessments and assets replacement plans.

Key Result Areas:

- Ensure high quality maintenance and development of the CIFOR-ICRAF facilities for optimal delivery of services to a wide range of clients.
- Ensure compliance with CIFOR-ICRAF policies to service level and contract agreements of outsourced services.
- Lead in the development, updating and revision of the CIFOR-ICRAF facilities management policies as and when necessary.

Summary of responsibilities

1. Facilities Maintenance and Development:

- Develop, implement, and closely monitor the annual Campus facilities maintenance and development plans and the associated budgets including raising of any concerns, issues and deviations with the CFOO.
- Oversee planned preventive maintenance schedule for all assets.
- Develop and manage Nairobi Campus facilities administration Service Level Agreements (SLA's) to facilitate contracting process and service delivery for all outsourced vendors.

- Maintain and protect facilities records both by hardcopy and electronically including all building / equipment /asset documentation such as manuals, warranty information, design documents, service records etc.
 - Ensures facilities and related equipment condition assessments are conducted on a routine basis and ensures all resulting maintenance, upgrade and development needs are recorded and followed up for implementation.
- 2. Contracts management for Outsourced suppliers/vendors:**
- Manage contracts of outsourced services providers at ICRAF Campus in Nairobi to ensure high standards of service delivery and compliance to CIFOR-ICRAF policies and SLAs are met. These include cleaning, landscaping, staff group transport, taxi services, utilities etc.
 - Review and keep track of KPI's to ensure high standards of service delivery are met.
 - Approval of Nairobi Campus facilities administration Invoices.
- 3. Campus Space Allocations:**
- Manage CIFOR-ICRAF Nairobi Campus office space allocations to ensure optimal usage and that any office movements are effected with minimal disruptions to the users.
 - Work closely with the Finance Services Unit to ensure full chargebacks for office space and lab space utilization.
- 4. Countries Support.**
- Guide the country leads/ reps to ensure proper maintenance of office facilities and on any capital investment requirements related to facility improvements/upgrades.
- 5. Coordination of the Health and Safety function:**
- Chair the Occupational and Health safety committee at Nairobi Campus. The committee works with all the campus representatives to identify gaps and develop early response mechanisms to any safety concern on campus.
 - Together with the other members of the Occupational Health and Safety committee lead in the development, implementation and monitoring of the Occupational Health and Safety annual work plan for the Centre.
 - Lead in ensuring compliance with Occupational Health and Safety regulations to ensure a safe work environment and that service providers adhere to policy guidelines in delivery of services.
- 6. Business Continuity Planning:**
- Lead in the review, development, and re-alignment of the CIFOR-ICRAF business continuity management program including coordinating the units and countries to ensure up to date plans are in place.
- 7. Team leadership:**
- Supervise direct staff directly reporting to you by managing their performance, including setting goals and objectives, coaching, and delivering results.
 - Perform performance evaluation for the team, both mid-year and annually.
- 8. Internal Controls and Other Duties:**
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 - Ensure compliance with policies and safeguard of CIFOR_ICRAF assets.
 - Identify and assess changes that could significantly impact the system of internal control in CIFOR-ICRAF.
 - Evaluate and communicate internal control deficiencies in a timely manner to the supervisor.
 - Lead and built collaborations with other like-minded institutions to support the ICRAF Nairobi campus wellbeing and administration; this includes UNON, KFEET, ILRI & ICIPE etc.
 - Coordinate both internal and external operations audits including review and responding to any audit findings related to facilities management.
 - Any other duties as may be assigned by the supervisor.

Requirements

- Bachelor's degree in Construction management or Project management or in a related field.
- Additional training in construction, engineering, building, facilities management, and project management is highly desired.
- A member of a reputable construction, engineering or building professional association such as Institute of Quantity Surveyors of Kenya (IQSK), Kenya Association of Project Managers (KAPM) etc.
- At least Seven (7) years' experience in facilities administration in a large Campus/a large facilities establishment; this includes facilities maintenance, space allocation and management, management of outsourced service providers etc.
- At least Three (3) years' experience in Construction projects management.

Personal attributes and competencies:

- Ability to review BOQs and estimate cost and quantity.
- Experience in cost recovery models e.g. recovery of space cost.
- Experience with Business Continuity Planning (BCP)
- Strong collaborator and influencer with excellent and effective interpersonal, communication and analytical skills who can work seamlessly across cultures and organizational units.
- Ability to coordinate, prioritize, and organize workload.
- Ability to meet deadlines and work under pressure with minimal supervision.
- Excellent command of both written and spoken English.
- Reliable and dependable, high level of personal integrity and attention to detail.
- Self-starter with initiative and ability to organize and manage multiple priorities, work under pressure, and meet deadlines.

Terms and conditions

- This is a Locally Recruited position. CIFOR-ICRAF offers competitive remuneration in local currency commensurate with skills and experience.
- The duty station will be in **Nairobi, Kenya** CIFOR-ICRAF Offices.

Application process

Go to <http://worldagroforestry.org/working-for-icraf/vacancies>

- A cover letter illustrating your suitability for the position against the listed requirements and salary expectations.
- A detailed and updated curriculum vitae,
- The names and addresses of three referees, including telephone and email addresses.
- The application deadline is **10 June 2024**.
- We will acknowledge all applications but will only contact short-listed candidates.

CIFOR-ICRAF is an equal opportunity employer. Staff diversity contributes to excellence.