



Job Description: Facility Officer in Charge (OIC) for all KIK Facilities – SRS & Corporate Sites

Position Title: Facility Officer In Charge (OIC)

Division: Corporate Services / Infrastructure & Assets

Location: Stewart Research Station (SRS) with oversight across all KIK facilities

Reports To: Manager – Corporate Services (with functional reporting to Project Manager – SRS IF5)

Supervises: all KIK Site Maintenance Team, Contractors, Security & Grounds Teams

Grade: TBC

Contract Type: Permanent (with project-linked responsibilities under IF5)

1. Role Purpose

The Facility OIC is responsible for ensuring that all KIK facilities—including the Stewart Research Station (SRS) and other operational sites—are **safe, climate-resilient, compliant, and sustainably managed**. The role integrates **CCDR, HSSE, Asset Management**, and **MERLA-support functions** to ensure KIK meets both internal corporate standards and external donor requirements (IF5, DFAT, World Bank, ADB).

The position ensures that KIK's infrastructure, utilities, equipment, and grounds are maintained to a high standard; that climate and disaster risks are mitigated; and that all facility-related data, reporting, and compliance obligations are met.

2. Key Responsibilities

A. Climate Change, Disaster Resilience (CCDR) & Environmental Compliance

- Implement KIK's CCDR Framework across all facilities, ensuring climate-resilient design, operations, and maintenance.
- Conduct annual climate and disaster risk assessments for SRS and other sites.
- Ensure facility-level compliance with environmental safeguards, waste management, water conservation, and energy-efficiency standards.
- Maintain CCDR registers, risk logs, and adaptation action plans.

- Coordinate with IF5 Climate Resilience TA for technical validation and reporting.

B. Health, Safety, Security & Environment (HSSE)

- Lead HSSE compliance across all KIK facilities, ensuring alignment with KIK policies, PNG legislation, and IF5 safeguards.
- Conduct regular HSSE inspections, toolbox talks, and emergency preparedness drills.
- Maintain incident registers, corrective action logs, and HSSE performance dashboards.
- Oversee contractor HSSE compliance, including induction, permits to work, and site supervision.
- Serve as the focal point for WHS, PSEAH, Child Protection, and GESI considerations at facility level.

C. Asset & Facilities Management

- Lead the implementation of KIK's Asset Management Plan (AMP) across all facilities commencing with the Stewart Research Station;
- Maintain the asset register, including condition assessments, lifecycle planning, and maintenance schedules.
- Develop and implement annual and quarterly maintenance plans (preventive and reactive).
- Oversee utilities management (power, water, waste, ICT infrastructure).
- Manage procurement and oversight of maintenance contractors, service providers, and suppliers.
- Ensure any new project related assets such as the new IF5-funded assets are integrated into the AMP with full documentation.

D. MERLA-Adjacent Responsibilities (Facility Data & Reporting)

(Not a MERLA Officer, but responsible for facility-level inputs)

- Provide facility-level data for MERLA reporting, including:
 - asset performance

- HSSE indicators
 - CCDR actions
 - maintenance KPIs
 - contractor compliance
 - Support baseline, midline, and endline assessments for SRS infrastructure.
 - Maintain facility documentation for audits, donor reporting, and PSC oversight.
 - Contribute to lessons learned and continuous improvement processes.
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E. Project Support (IF5 – SRS Infrastructure Upgrades)

- Provide on-site oversight during construction, installation, commissioning, and defects liability periods.
 - Work with the Project Manager and IF5 Infrastructure TA to ensure quality assurance and compliance with technical specifications.
 - Participate in joint inspections, milestone verification, and handover processes.
 - Ensure all facility-related risks are captured in the Project Risk Register.
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F. Leadership, Coordination & Stakeholder Engagement

- Supervise facility staff, grounds teams, and security personnel.
 - Coordinate with Corporate Services, R&D, PMU, and SRS technical teams.
 - Provide briefings to KIK Executive Management and the Project Steering Committee (PSC).
 - Build capacity of facility staff in HSSE, CCDR, and asset management practices.
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3. Key Deliverables

- Updated Asset Register and AMP-aligned maintenance schedules.
- Quarterly HSSE and CCDR compliance reports.
- Annual facility risk assessment and mitigation plan.
- Contractor performance reports and inspection records.
- Facility-level inputs for MERLA reporting (monthly/quarterly).

- SRS IF5 construction oversight reports and handover documentation.
 - Emergency preparedness and response plans for all sites.
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4. Qualifications & Experience

Essential

- Bachelor's degree or equivalent in engineering, Facilities Management, Environmental Science, Construction Management, and/or related field.
- Minimum 5 years' experience in facilities, asset management, or infrastructure operations.
- Demonstrated experience in HSSE compliance and risk management.
- Knowledge of climate resilience, disaster risk reduction, or environmental management.
- Experience supervising contractors and maintenance teams.

Desirable

- Experience working with the private sector and donor-funded projects (DFAT, World Bank, ADB).
 - Relevant Training in WHS, PSEAH, GESI, or environmental safeguards.
 - Certification in asset management (ISO 55000), OHS, or project management.
 - Experience in agricultural, research, or laboratory facility environments would be appropriate but not mandatory.
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5. Competencies

- Strong leadership and coordination skills.
- Excellent planning, scheduling, and organisational capability.
- Ability to interpret technical drawings, specifications, and compliance standards.
- Strong analytical and reporting skills.
- Commitment to safety, climate resilience, and sustainability.
- High integrity, accountability, and attention to detail.

6. Working Relationships

Internal:

- Corporate Services Division
- Project Management Unit (PMU)
- SRS Technical Teams
- R&D Division
- Finance & Procurement
- Executive Management

External:

- Relevant Projects implementation Teams
- Contractors, suppliers, and service providers
- Provincial authorities and regulatory bodies
- Independent HSSE auditors and engineering consultants

7. Authority & Decision-Making

- Develop and implementation of Facility Maintenance plan aligned to the Approve routine maintenance activities and contractor work plans.
 - Enforce HSSE and CCDDR compliance on all KIK sites.
 - Recommend capital works, asset replacements, and risk mitigation investments.
 - Escalate major risks, incidents, or non-compliance to Executive Management and PSC.
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