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## Position Description

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Vacancy Title: **Facilities Coordinator – Honiara**

Location:

Reports To: **None**

### Objective

Facilities operations across multiple sites were coordinated to ensure consistent service delivery, compliance with contractual standards, and effective support to client operations across all assigned locations. Reports To: Facilities Manager – Honiara Location: Honiara, Solomon Islands Scope: Multi-site operations across Honiara, Port Vila, Noumea, and Pohnpei

### Outcomes

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#### Organisational Stakeholders

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##### 1. Multi-Site Operational Coordination

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Facilities operations across geographically dispersed sites were coordinated to ensure consistent service delivery and compliance with service standards.

- Operational requirements across all sites were coordinated and managed
  - Service delivery was monitored to ensure compliance with KPIs and SLAs
  - Site inspections and virtual check-ins were coordinated across locations
  - Site-specific operational procedures and access protocols were maintained
  - Emergency response coordination across all sites was supported
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##### 2. Vendor and Contractor Management

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Vendors and contractors were managed to ensure compliance, performance, and service quality.

- Vendor procurement, onboarding, and inductions were coordinated across all locations
  - Compliance with licensing, insurance, and security protocols was ensured prior to engagement
  - Contractor performance was monitored through inspections and adherence to standards
  - Maintenance schedules were coordinated across multiple locations and time zones
  - Safe work method statements were reviewed prior to commencement of works
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##### 3. Maintenance and Operations Support

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Maintenance activities and facility operations were supported to ensure assets were maintained in good working condition.

- Planned maintenance programs were coordinated and monitored
  - Critical environment management requirements were supported and maintained
  - Remote maintenance activities were coordinated across assigned sites
  - Property inspections were supported and coordinated annually
  - Access control systems and key management processes were maintained
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##### 4. Financial Management and Procurement

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Procurement and financial processes were managed to ensure efficiency, compliance, and cost control.

- Purchase orders were processed and managed accurately across all sites
  - Accounts payable processes were supported to ensure timely vendor payments
  - Procurement activities were coordinated in line with required guidelines
  - Contract expiry monitoring and re-procurement activities were supported
  - Cost control and efficiency improvement opportunities were identified
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##### 5. Work Order and Systems Management

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Work order systems and asset records were managed to support operational performance and reporting.

- Work orders were managed using CMMS systems to ensure timely completion
  - Service requests were processed and coordinated across all sites
  - Maintenance activities, costs, and performance were tracked and reported
  - Asset registers and maintenance histories were maintained accurately
  - Space and occupancy services were coordinated as required
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##### 6. Health and Safety Management

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Health and safety practices were implemented and monitored to ensure a safe working environment.

- Safe work practices were followed and promoted across all sites
- Hazard registers and safety documentation were maintained
- Incident reporting and escalation procedures were applied
- Disaster recovery and business continuity plans were supported and implemented

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## 7. Client and Stakeholder Management

Stakeholder relationships were managed to ensure service delivery met client expectations.

- Client queries and facilities-related requests were managed across all locations
- Communication with stakeholders on maintenance and service delivery was maintained
- Relationships with internal teams, vendors, and client representatives were strengthened
- Coordination with site administration officers was maintained to support operations

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## 8. Administrative Support

Administrative processes were managed to support efficient facilities operations.

- Documentation and records were maintained accurately across all sites
- Reports, correspondence, and presentations were prepared as required
- Logistics for site visits and inspections were coordinated
- Filing systems and document control processes were maintained

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## 9. Risk Management

Risk management processes were supported to ensure compliance and operational continuity.

- Property risk management programmes were supported and implemented
- Site-specific risks and hazards were identified and monitored
- Compliance with organisational policies and procedures was maintained
- Business continuity and disaster recovery requirements were supported

## Responsibilities - Key Competencies

Competence	Description
<b>Business</b>	
Business Performance	Manage the performance of the organisation.
Change Management	Implement and manage changing situations resulting from a change in strategic/business.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication
<b>Customer</b>	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
Organisational Values	Display the organisation's image and value standards.
<b>People</b>	
Leadership	Utilise a leadership position to influence people and events and to increase performance.
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Problem Solving	Develop practical solutions to a situation.
Negotiation	Reach agreement through discussion and compromise.
Learning	Develop the competencies of self and others to enhance performance.
<b>Professional</b>	
Technical Strength	Demonstrate knowledge of a specialist discipline.
<b>Operational</b>	
Health and Safety	Establish and maintain a safe and healthy work environment.

## Qualifications

Qualification	Discipline	Notes
<b>Preferred</b>		
Diploma	Property and Real Estate, Business Management or Administration	

## Work Knowledge and Experience

- Experience in multi-site facilities coordination was demonstrated
- Experience in vendor and contractor management was demonstrated
- Knowledge of maintenance systems and CMMS platforms was demonstrated
- Understanding of building systems and facilities operations was demonstrated
- Knowledge of health and safety requirements was demonstrated
- Strong organisational and coordination capability was demonstrated
- Communication and stakeholder management skills were demonstrated
- Analytical and problem-solving capability was demonstrated
- Relevant experience in facilities management, property management, or related field was demonstrated

## Requirements

### Language Proficiency

Excellent command of English

### Professional Associations

Membership of appropriate Professional Institution

### Regulatory Compliance Requirements

Police Clearance

## Other Required Requirements

- Additional Requirements
  - Work across multiple locations and time zones was undertaken
  - After-hours support and emergency response coordination were undertaken as required

## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	• Facilities Manager – Honiara • Account Team • Centralised Services and Subject Matter Experts	
<b>External</b>		
	• Client representatives across all assigned Posts • Vendors, contractors, and service providers • Site Administration Officers	

## Attributes

### Behavioural Styles

- Innovative: Devises new and creative ways to do things comes up with original ideas.
- Achiever: Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
- Reliable: Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.
- Detail oriented: Attends to the small elements of a task/activity, ensuring completeness and accuracy.
- Resilient: Cope positively with stress and catastrophe. Bounces back from setbacks, mistakes or misfortunes.

### Interpersonal Styles

- Forthright: Speaks out frankly without hesitation, showing a direct manner.
- Perceptive: Shows keen insight and understanding of issues or situations.
- Realistic: Shows concern for facts and reality, rejecting the impractical.
- Self-sufficient and assured: Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities.

### Thinking Styles

- Decisive: Reaches conclusions, promptly and firmly.
- Well organised: Controls tasks in a well thought out and critical manner.
- Analytic: Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
- Holistic thinker: Considers issues/situations as a whole rather than analysing or dissecting the parts.

## How To Apply

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## Contact for Enquiries

Contact Name: Elizabeth Cama

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Further Contact Information: --

Closing Date: 19 Apr 2026