

Job Title : **Facilities Manager**
Business Entity : Advanced Cell Therapy and Research Institute, Singapore (ACTRIS)

Overview

The [Consortium for Clinical Research and Innovation, Singapore](#) (CRIS) brings together six national R&D, clinical translation and service programmes to advance clinical research and innovation for Singapore, and establish important capabilities for a future-ready healthcare system.

The Business Entities under CRIS include:

- [Singapore Clinical Research Institute](#) (SCRI)
- [National Health Innovation Centre](#) (NHIC)
- [Advanced Cell Therapy and Research Institute, Singapore](#) (ACTRIS)
- [Precision Health Research, Singapore](#) (PRECISE)
- [Singapore Translational Cancer Consortium](#) (STCC)
- [Cardiovascular Disease National Collaborative Enterprise](#) (CADENCE)

Together, CRIS makes a positive difference to Singapore patients and researchers by ensuring that these clinical research platforms and programmes are at the cutting edge of capability development and innovation. If you are as passionate as we are in clinical trials and research, we want you!

About ACTRIS

The Advanced Cell Therapy and Research Institute, Singapore (ACTRIS) was established to meet the increasing clinical demand of using cellular therapeutics to treat various life-threatening diseases. ACTRIS' vision is to be the national and regional Centre of Excellence to facilitate discovery, process development and manufacturing of cellular-based therapeutics across the broad spectrum of immunotherapy and regenerative medicine, encompassing both investigational and approval products for the local market. We also provide value-added services such as workforce training, regulatory facilitation and ancillary material standardization, pertaining to delivery of cellular therapy to patients.

ACTRIS is a research program of Clinical Research and Innovation, Singapore (CRIS) that was established with goal of strengthening synergies and developing strategies for national-level clinical research and translational programmes that are under the stewardship of the Ministry of Health. CRIS is a subsidiary of the Ministry of Health Holdings (MOHH).

What you will be working on

(A) GENERAL

The facilities manager is responsible for ensuring that a manufacturing facility for cell and gene therapy products meets the regulatory & WSH (workplace safety and health) requirements. The manager is overseeing and managing all aspects of facility operations, maintenance, and compliance with GMP guidelines. The facilities manager has to work closely with cross-functional teams, contractors and vendors to maintain a compliant, safe and efficient facility.

1. Ensuring that the facility is in compliance with GMP regulations and WSH guidelines. This includes developing and implementing, procedures and processes, maintaining accurate and up to date records and documentation, conducting regular audits to ensure compliance, reporting incidences and implementing corrective actions as needed, and preparing reports and data as required by management or to regulatory authorities.

2. Overseeing routine maintenance of the GMP Lab & office. This includes coordinate and liaise with vendors and managing contractors for scheduling repairs and preventative maintenance, and ensuring all facilities systems and equipment are functioning properly.
3. Managing the day to day operations of the facility including coordinate and communicate regularly with vendors and stakeholders to ensure that everyone is informed about maintenance & cleaning schedules and the safety protocols.
4. Managing contractors and stakeholders to ensure regulatory & safety requirements, operating standards, established protocols and the service level requirements of integrated facilities management are met.
5. Developing and executing a maintenance program for the facility and its equipment. Ensuring proper & timely maintenance, calibration and operation of all equipment, facility M&E, safety and security equipment such as HVAC, CCTVs, access entry, etc.
6. Maintaining a safe and secure working environment for all employees. This includes implementing safety protocols, conducting regular safety inspections, addressing safety concerns, and coordinating with security personnel to prevent unauthorized access or other security threats.
7. Responsible for managing budgets and resources to ensure facility operates efficiently and effectively.
8. Managing Any other operational related duties/projects as assigned.

What we are looking for

(B) EDUCATION, TRAINING

Diploma or Bachelor's degree in in a Sciences Related or Engineering Discipline

(C) ATTRIBUTES

1. At least 5-6 years relevant working experience, preferably with knowledge in managing Good Manufacturing Practice (GMP) facilities/ clean rooms and BMS (Building Management System).
2. Effective stakeholder management and good communication skills.
3. Good team player with positive work attitude.
4. Ability to multi-task and work independently.
5. Proficient in Microsoft Office and knowledge in ERP software.

What you need to know

Successful candidate will be offered a 3-year renewable contract. Please send your application to career@cris.sg with the subject **Application for Facilities Manager (ACTRIS)**. We regret that only shortlisted candidates will be contacted. For more information about CRIS and the Business Entities, visit our websites below:

- CRIS – <https://www.cris.sg>
- SCRI – <https://www.scri.edu.sg>
- NHIC – <https://www.nhic.sg>
- ACTRIS – <https://www.actris.sg>
- PRECISE – <https://www.npm.sg>

- STCC – <https://www.stcc.sg>
- CADENCE – <https://www.cris.sg/our-programmes/cadence/>