



VACANCY NOTICE

Position: Facility Management Assistant

Location: Lagos

Type of Appointment: Full Term

Closing Date: 15th October, 2025

BACKGROUND

CLEEN Foundation (formerly known as Centre for Law Enforcement and Education) is a non-governmental organisation established in January 1998 with the mission of promoting public safety, security and accessible justice through the strategies of empirical research, legislative advocacy, demonstration programmes and publications, in partnership with government, civil society and the private sector. CLEEN Foundation has been in special consultative status with the Economic and Social Council of the United Nations in New York, United States of America, since June 2020, and has observer status with the African Commission on Human and Peoples' Rights based in Banjul, The Gambia.

CLEEN's organizational structure is intended to encourage staff members to be involved in all aspects of project work, from conception to proposal writing, implementation, monitoring, evaluation and assessment, and to work effectively as a team to achieve our organizational objectives. CLEEN also believes in constant in-house and professional training for staff in areas applicable to its work, constantly developing staff skills and abilities. We know that great people make a great organization, and that our employees play a crucial role in helping us achieve our mandate for justice sector reform. We value our people and offer a meaningful and rewarding career, along with a collaborative and inclusive workplace where professionalism, creativity, and integrity are highly valued.

To this end, CLEEN Foundation is seeking a **Facility Management Assistant** to support the effective management of its Lagos office building.

Roles and Responsibilities

- Supervise day-to-day facility operations, including overseeing maintenance, repairs, security, and cleanliness.
- Coordinate and manage facility services such as cleaning, waste management and pest control.
- Ensure strict adherence to health, safety, and environmental regulations, implementing necessary measures.
- Support in maintaining accurate records of maintenance activities.
- Assist in managing office equipment, supplies, and vendor relationships.
- Conduct regular inspections to ensure the facility meets health and safety standards.

- Provide administrative support related to facilities operations.
- Assist in monitoring utilities usage and assist in cost-saving initiatives.
- Help ensure compliance with company policies and operational standards.
- Support in coordinating office space planning and moves when required.
- And any other related assignments.

The duties and responsibilities as set out above are not exhaustive and the position holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

REQUIRED QUALIFICATIONS AND SKILLS

- Recent graduate with completion of NYSC
- Degree in Facility Management or related field is a plus.
- Good communication and organizational skills.
- Willingness to learn and grow in a fast-paced environment.
- Strong attention to detail and problem-solving skills.
- Basic knowledge of facility systems (power, plumbing, HVAC) is an advantage.
- Male candidates are encouraged to apply (based on current team composition and operational needs).

Method of Application

Applicants for the position must **fill out the form** (<https://bit.ly/479ZSXn>) and email a one-page cover letter plus a maximum 3-page CV to searchcommittee@cleen.org with the subject line as the Job title: “Facility Management Assistant”

Deadline: 15th October, 2025.