



## Job Opening Facilities Management Assistant UNSMIL-GS5-JO017/2019

<b>Title:</b>	Facilities Management Assistant
<b>Level/type:</b>	G5 / Fixed-Term Appointment
<b>Duty Station:</b>	Tripoli, Libya
<b>Section:</b>	Engineering and Facilities Management
<b>Number of Positions</b>	2
<b>Date of Issue:</b>	25 March 2019
<b>Deadline for applications:</b>	08 April 2019

### Women candidates are strongly encouraged to apply to the mentioned position

#### HOW TO APPLY:

#### **STEP 1: INTERESTED APPLICANTS SHOULD SUBMIT THEIR APPLICATION USING THE UNITED NATIONS PERSONAL HISTORY FORM P.11**

(P.11 obtainable at the following web site: <https://unsmil.unmissions.org/sites/default/files/p11-form.doc>)

#### **ANY APPLICATIONS RECEIVED IN A FORMAT DIFFERENT TO THE UNITED NATIONS PERSONAL HISTORY FORM (P.11) WILL NOT BE CONSIDERED.**

**STEP 2:** Qualified candidates must submit their application using the P.11 template listed in STEP 1 by e-mail to [unsmil-hrstaffing@un.org](mailto:unsmil-hrstaffing@un.org). The application MUST include only the Job Opening No. in the subject line of their e-mail (e.g. UNSMIL-GS5-JO017/2019)

#### ORGANIZATIONAL SETTING AND REPORTING:

This post is located in the Engineering and Facilities Management unit within the Mission Support Service of the United Nations Support Mission in Libya (UNSMIL). The post is in Tripoli, Libya. The incumbent will be under the overall supervision of the Chief Engineer.

UNSMIL's mandate as renewed in SC resolution 2434 of 13 September 2018 includes, as an immediate priority, support to the Libyan political process, as well as the undertaking of: (a) support to key Libyan institutions; (b) support for the provision of essential services and delivery of humanitarian assistance; (c) human rights monitoring and reporting; (d) support for securing uncontrolled arms and related material and countering their proliferation; and (e) coordination of international assistance, and provision of advice and assistance to GNA-led efforts to stabilize post-conflict zones.

#### JOB DESCRIPTION:

Within the limit of the delegated authority, the incumbent will be responsible of the following tasks:

- Provide administrative assistance of Chief of section regarding the ongoing projects in the mission,
- Establish plans for carrying out projects as requested, considering manpower, supplies and time required,



- Distribute the tasks to different staff and contractors involved
- Contacting the different offices for supplies and services required and coordinating the resources
- Monitoring the ongoing process, and working out the difficulties in the process
- Provide logistics support to the mission HQ, Chief of staff, military and civilian on behalf of general services;
- Review incoming request and prioritize the tasks to be accomplished together with the supervisor;
- Check the areas concerned and advise the relevant staff to provide the required maintenance
- Prepare SOR for the various requirement in the section related to construction, maintenance services and for good requirement in the section;
- Coordinate with Procurement unit to finalize the contract;
- Conduct inspection of the good and service ensuring the requirement are met;
- Review and supervise the work provided by the contractor in accordance with the need of the mission;
- Review areas that need more attention other than the routine daily work for cleaners and advising their foreman on schedules in the cases of meetings, conference functions, moving offices or conducting maintenance work in some offices;
- Signing the correct invoices that services are satisfactorily rendered prior to certifying them by the chief of section;
- Provide logistics support in case of emergency and evacuation;
- Keep record of the engineering inventory;
- Perform diagnostics and preventive maintenance, resolve basic engineering problems and inspect quality of work and work performance;
- Inspect and report on construction project work and maintenance work carried out either by contractors or tradesmen and staff under supervision and ensure proper utilization of available resources;
- Assist in the preparation of cost estimates for infrastructure projects and maintenance programmes;
- Assist in preparation of bills of quantities and costing for infrastructure projects. Resolve problems; inspect quality of work and work performance;
- Perform other duties as assigned by the supervisor or the Chief of Section/Unit.

#### COMPETENCIES:

**Professionalism:** Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise, is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.



**Client Orientation:** Considers all those to whom services are provided to be “clients ” and seeks to see things from clients’ point of view ;Establishes and maintains productive partnerships with clients by gaining their trust and respect; Identifies clients’ needs and matches them to appropriate solutions ;Monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; Keeps clients informed of progress or setbacks in projects ;Meets timeline for delivery of products or services to client

#### **QUALIFICATIONS:**

**Education:** High school Diploma or equivalent is required; Diploma in Civil/Electrical/Mechanical Engineering is desirable.

**Work Experience:** A minimum of five (5) years of experience in facilities Management, building management, engineering, architecture, administrative services or related areas are required. Experience in Civil/Electrical engineering related works is desirable. Relevant experience with United Nations Secretariat or UN Common System Organization (including Agencies, Funds and Programmes) and/or similar international organization is desirable.

**Language:** English and French are the working languages of the United Nations Secretariat. For the position advertised Fluency in Arabic and English is required; knowledge of French is desirable.

#### **ASSESSMENT:**

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview.

#### **SPECIAL NOTICE:**

Recruitment in the General Service category shall be made in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country and shall comply with any host country agreement in effect. Applicants who are not nationals from Libya must meet the relevant employment requirements of the host country, including fulfilling visa or work permit stipulations.

An appointment shall not be granted to a person who is the father, mother, son, daughter, brother, sister, step-children or step sibling of a staff member. This restriction applies to relationships within the United Nations Secretariat and not to those with the separately administered Agencies, Funds or Programmes.

#### **ADDITIONAL INFORMATION:**

Due to the high volume of applications received, ONLY those applicants who are short-listed will be notified.

#### **Incomplete applications or applications received after the deadline will not be considered.**

The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.