



**Individual Contractor (IC) Opening for
Facilities Management Assistant
UNSMIL-IC3-IC032/2018**

Title:	Facilities Management Assistant
Level:	Individual Contractor (IC-3)
Duty Station:	Tripoli
Section:	CMS/Engineering and Facilities Management
Date of Issue:	2 October 2018
Deadline for applications:	10 October 2018

Women candidates are strongly encouraged to apply to the mentioned position

HOW TO APPLY:	<p><u>STEP 1: INTERESTED APPLICANTS SHOULD SUBMIT THE UNITED NATIONS PERSONAL HISTORY FORM (P.11).</u></p> <p>(P11 obtainable at the following web site: https://unsmil.unmissions.org/sites/default/files/p11-form.doc)</p> <p><u>ANY APPLICATIONS RECEIVED IN A FORMAT DIFFERENT TO THE UNITED NATIONS PERSONAL HISTORY FORM (P11) WILL NOT BE CONSIDERED.</u></p> <p>STEP 2: Qualified candidates MUST submit their P11 application with all the documents listed in STEP 1 (if any) by e-mail to unsmil-hrstaffing@un.org, and MUST include only the JO No. in the subject line of their e-mail (e.g. UNSMIL- IC3-IC032/2018)</p>
JOB DESCRIPTION:	<p>Within delegated authority, the Facilities Management Assistant will carry out the following duties:</p> <ul style="list-style-type: none"> • Carries out all construction works assigned to him by his supervisor. • Acts as site manager assistant and immediate supervisor for the working teams. • carry out facilities camp management for the UNSMIL offices and accommodation in OEA. • Reports regularly to the Chief Engineer and ensures the quality is delivered as specified in the technical documents and the result meets the expectations. • Provide quality assurance for the user. Monitors and approves field and laboratory tests and reports about aggregates, composition, compaction, density, plasticity and other subjects of quality requirements. • carries out quantity survey and controls the expenditures as well as ensure that all costs stay within the budget.



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	<ul style="list-style-type: none"> • performs acceptance inspections and ensures the completion of works and timely closure of contracts. • support in other projects and with other works as requested.
COMPETENCIES:	<p>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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.</p> <p>Accountability: Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.</p> <p>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.</p> <p>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.</p>
QUALIFICATIONS:	<p>Education: High school diploma or equivalent.</p> <p>Experience: Minimum of 2 years’ experience in the field of Administration, Supply, and Facilities Management, with supporting certificates from at least two Employers.</p> <p>Language: English and French are the working languages of the United Nations Secretariat. For this position knowledge of Arabic and English is required.</p>

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**ADDITIONAL
INFORMATION:**

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

Incomplete applications (or not received in the United Nations Personal History Form P.11) 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.