

Individual Contractor (IC) Job Opening UNSMIL-IC001/2023

Title:	Cleaner
Level:	GL1
Duty Station:	Tunis
Section/Unit:	Engineering and Facilities Management Unit
Opening Date:	23 January 2023
Closing Date:	31 January 2023

WOMEN CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY TO THIS POST

HOW TO APPLY:

STEP 1: INTERESTED APPLICANTS SHOULD SUBMIT THEIR APPLICATIONS 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. The application MUST include only the Job Opening No. in the subject line of their e-mail (e.g. UNSMIL-GL1-IC001/2023).

ORGANIZATIONAL SETTING AND REPORTING:

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

On 28 October 2022, the Security Council, by its resolution 2656 (2022) extended the mandate of United Nations Support Mission in Libya (UNSMIL) until 31 October 2023, as set out in resolution 2542 (2020) and paragraph 16 of resolution 2570 (2021). The Security Council, in resolution 2542 (2020), tasked UNSMIL, as an integrated special political mission, in full accordance with the principles of national ownership, to exercise mediation and through its good offices to: (i) further an inclusive political process and security and economic dialogue; (ii) further the continued implementation of the Libya Political Agreement; (iii) help consolidate the governance, security and economic arrangements of the Government of Libya, including support for economic reform in collaboration with international financial institutions; (iv) help to achieve a ceasefire and, provide appropriate support to its implementation; (v) support subsequent phases of the Libyan transition process, including the constitutional process and the organisation of elections; (vi) coordinate and engage closely with international actors including neighboring countries and regional organisations; (vii) provide support to key Libyan institutions; (viii) support, on request, the provision of essential services and delivery of humanitarian assistance, including in

response to the COVID-19 pandemic, in accordance with humanitarian principles; (ix) monitor and report abuses and violations of human rights and violations of international humanitarian law, including sexual violence in conflict, notably through the effective deployment of women and child protection advisers; (x) provide support in securing uncontrolled arms and related materiel and countering their proliferation; and (xi) co-ordinate international assistance, and provision of advice and assistance to Government-led efforts to stabilise post-conflict zones, including those liberated from Da'esh. The Security Council, through resolution 2570 (2021), tasked UNSMIL to provide support to the Libyan-led and Libyan-owned ceasefire monitoring mechanism including through the facilitation of confidence-building measures and the scalable and incremental deployment of UNSMIL ceasefire monitors.

JOB DESCRIPTION:

Under the overall supervision of the Chief of Engineering and Facilities Management Unit the incumbent will perform the following functions:

- Clean all offices, open spaces and rooftop.
- Clean windows (internal side) and windows frames, doors.
- Clean all furniture and scrub surfaces clean (desks, side tables, bookshelves, filing cabinets, chairs)
- Clean the toilets, sinks, tubs, and fittings.
- Check the toilets daily for toilet papers, soaps, and plastic bins to be always available.
- Clean the kitchens with all accessories and balconies.
- Clean IT equipment lightly to remove dust.
- Empty trash bins and change plastic bags.
- Mop/sweep floors for the building, elevators, and stairs.
- Clean the sidewalks around the building.
- Clean the building main entrances and security booths.
- Clean the exit fire stairs.
- Ensure the daily collection of the building trash by municipality collector.
- Watering the plants in the garden and as and when required.

QUALIFICATIONS:

Education: No specific qualification required, however, high school diploma or certificate in cleaning services is desirable.

Language: English and French are the working languages of the United Nations Secretariat. For the Individual Contractor services, fluency in Arabic is required. Knowledge of English or French is desirable.

SPECIAL NOTICE:

An appointment shall not be granted to a person who is the father, mother, son, daughter, brother, sister, stepchildren, or stepsibling 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 Programs.

ADDITIONAL INFORMATION:

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

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

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