

**Job Opening**
Facilities Management Assistant
UNSMIL-GS4-JO020 /2019

Title:	Facilities Management Assistant
Level/type:	GS-4 / Fixed-Term Appointment
Duty Station:	Tripoli, Libya
Section:	Engineering and Facilities Management Unit
Number of Positions	One (1)
Date of Issue:	19 September 2019
Deadline for applications:	03 October 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. The application MUST include only the Job Opening No. in the subject line of their e-mail (e.g. UNSMIL-GS4-JO020/2019)

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 based in Tripoli, Libya. The incumbent reports to the Unit Supervisor.

UNSMIL's mandate as renewed in SC resolution 2486 of 12 September 2019 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, on request, 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 materiel 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 limits of delegated authority, the incumbent may be responsible for the following duties:

1. Performs tasks related to construction work and prefabricated container installations in the field mission, including but not limited to laying out, framing and finishing of new construction and repair structural metal and woodwork and equipment in establishment.
2. Monitors the tools/equipment, materials and assets inventory; Ensures the use of the materials and assets within the facilities in most productive manner.
3. Performs measuring, marking and arranging materials and assets in accordance with national and local building codes.
4. Assists in the general management of facilities within the compound including administration of bookings for accommodation, physical verification of assets within the facilities, cost recovery processes and keeping accurate and auditable records.
5. Ensures that periodic and emergency maintenance services (including cleaning and janitorial services) are provided on all the installations and ensures that garbage collected from the facilities are processed and disposed per UN applicable guidelines and procedures.
6. Performs other functions as assigned by the Unit supervisor.

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.

Work Experience: A minimum of three (3) years of practical experience in construction works, assembling of prefab containers, operating heavy machinery, facilities management, building management is required. Experience in waste management is desirable. Experience performing inventories is desirable.

Language: English and French are the working languages of the United Nations Secretariat. For the position advertised, Fluency in Arabic is required. Knowledge in oral and written English is required.

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, stepchildren 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.