

**Individual Contractor (IC) Job Opening**
UNSMIL-IC010/2022

Title:	Facilities Management Assistant
Level:	GL2
Duty Station:	Tunis
Section/Unit:	Engineering and Facilities Management Unit
Opening Date:	29 Dec 2022
Closing Date:	09 Jan 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-IC010/2022).

ORGANIZATIONAL SETTING AND REPORTING:

The individual contractor will be hired to support the cleaning of the office and parking space to maintain the health and hygiene in the workspace. The IC will be under the direct supervision of the OIC Engineering Unit.

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 OIC Engineering and Facilities Management Unit, the incumbent will perform the following functions:

- Cleaning the building windows (internal side) and window frames and doors.
- Cleaning all the office building furniture and scrubbing surfaces clean (desks, side tables, bookshelves, filing cabinets, chairs)
- Cleaning of IT equipment lightly to remove dust.
- Emptying trash bins and changing plastic bags.
- Mopping/sweeping the floors for the building, elevators, and stairs.
- Cleaning the sidewalks around the building.
- Cleaning the building's main entrances and security booths.
- Cleaning the exit fire stairs.
- Ensuring the daily collection of the building trash by municipality collection service.
- Watering the plants in the garden as and when required.

QUALIFICATIONS:

Education: High School Diploma is required.

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

Work Experience:

A minimum of one year of progressively responsible experience in building management, cleaning services or related area.

SPECIAL NOTICE:





United Nations Support Mission in Libya

بعثة الأمم المتحدة للدعم في ليبيا

Applicants who are not nationals from Tunis 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 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.

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

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.

