

Posting Title : FACILITIES MANAGEMENT ASSISTANT, G5
Job Code Title : FACILITIES MANAGEMENT ASSISTANT
Department/ Office : United Nations Mission to support the Hodeidah Agreement
Location : AMMAN
Posting Period : 30 October 2023-28 November 2023
Job Opening number : 23-FMG-UNMHA-220999-J-AMMAN (M)
Staffing Exercise : N/A

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org. Setting and Reporting

The position is located in the Service Delivery Pillar of the Mission Support Component of the Office of the United Nations Mission to Support the Hodeidah Agreement. The incumbent will be based in Amman, Jordan and will report to the Officer-in-charge Engineering and Facilities Management Unit.

Responsibilities

- Providing administrative assistance to OIC Engineering and Facilities Management Unit regarding the ongoing projects in the mission.
- Assisting in surveys and draft proposals for alterations work including preparation of architectural drawings, technical specifications, bills of quantity and cost estimates.
- Establishing plans for carrying out projects as requested, considering manpower, supplies and time required.
- Coordinating office moves, setting up moving schedules
- Coordinating between the different resources.
- Monitoring the ongoing progress of works and working out the difficulties that might arise along the process.
- Providing logistics support to the Mission HQ, Chief of Staff team, military and civilian on behalf of general services.
- Assisting in the development, implementation and oversight of short and long-term maintenance strategies
- Participating in the preparation of cost estimates of budget and spending plan related to

facilities management.

- Carries out technical assessments of existing buildings and infrastructure.
- Reviewing all incoming requests including maintenance of building components and deciding on the priority of tasks to be accomplished together with OIC Engineering and Facilities Management.
- Checking the areas concerned and advising the relevant contractors to provide the required maintenance.
- Contacting vendors and/or contractors concerning any services and materials that cannot be provided locally and initiating requisitions accordingly.
- Conducting inspections to ensure requirements are met.
- Monitoring service contracts, in terms of supervising contractors, services rendered and funds involved.
- Drafting service contracts including cleaning, laundry and dining contracts and ensuring the maximum benefit to the UN.
- Coordinating with the procurement unit in finalizing the contract.
- Reviewing and checking the work provided by the contractors in accordance with the need of the mission.
- Reviewing areas that need more attention other than the routine daily work for cleaners and advising their foreman on schedules in the cases of meetings, conferences, functions, moving offices or conducting maintenance work in some offices.
- Checking the invoices submitted by the contractors in terms of the work provided in line with the contract, and ensuring accuracy of prices, and availability of funds.
Signing the correct invoices that services are satisfactorily rendered prior to certifying them by OIC Engineering and Facilities Management.
- Providing logistics support to all ongoing daily briefings and conferences in mission HQ. Ensuring that conference rooms are available for the meeting/conference.
- Advising IT and communications on any equipment to be installed and ensuring proper installation and functionality.
- Advising Supply on furniture required and ensuring proper setting and availability of materials requested.
- Ensuring that beverages and snacks are made available, as well as proper and quiet atmosphere around the occupied areas.
- Providing logistical support to claims officer with regards to write off cases.
- Providing logistical support in cases of emergencies and evacuations.
- Other duties and responsibilities.

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.

Education

High school diploma or equivalent is required.

Job Specific Qualifications

Coursework/training in building systems, construction and building maintenance is desirable.

Work Experience

A minimum of five (5) years of progressively responsible experience in facilities management, building management, engineering, architecture or related area is required.

Experience with AutoCAD is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English and Arabic (both oral and written) is required.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by informal interview.

Special Notice

- This position is temporarily available for 6 (six) months. If the selected candidate is a staff member from the United Nations Secretariat, the selection will be administered as a temporary assignment.
- While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post.
- Subject to the funding source of the position, the eligibility for this temporary job opening may be limited to candidates based at the duty station.
- This temporary job opening may be limited to "internal candidates," who have been recruited through a competitive examination administered according to staff rule 4.16 or staff selection process including the review of a central review body established according to staff rule 4.15.
- Staff members of the United Nations common system organizations who will reach the mandatory age of separation or retirement within the duration of the current temporary need period are not eligible to apply. Submitting an application or selection for the current temporary job opening does not delay or increase the mandatory age of separation.
- Retirees above the mandatory age of separation who wish to be considered for the current temporary job opening must indicate the reason for their last separation as "retirement." Such retirees shall not be employed by the Organization, unless (a) the operational requirements of the Organization cannot be met by staff members who are qualified and available to perform the required functions; and (b) the proposed employment would not adversely affect the career development or redeployment opportunities of other staff members and represents both a cost-effective and operationally sound solution to meet the needs of the service.

The United Nations Secretariat is committed to achieving 50/50 gender balance and geographical diversity in its staff. Female candidates are strongly encouraged to apply for this position.

This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations

Staff Rules. Applicants for positions in the General Service and related categories must be authorized to work for the United Nations in the duty station where the position is located. Eligible applicants selected from outside the duty station are responsible for any expenses in connection with their relocation to the duty station. Staff members subject to local recruitment are not eligible for allowances or benefits exclusively applicable to international recruitment.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.

Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process.

By accepting a letter of appointment, staff members are subject to the authority of the Secretary-General, who may assign them to any of the activities or offices of the United Nations in accordance with staff regulation 1.2 (c). Further, staff members in the Professional and higher category up to and including the D-2 level and the Field Service category are normally required to move periodically to discharge functions in different duty stations under conditions established in ST/AI/2023/3 on Mobility, as may be amended or revised. This condition of service applies to all position specific job openings and does not apply to temporary positions.

Applicants are urged to carefully follow all instructions available in the online recruitment platform, inspira, and to refer to the Applicant Guide by clicking on "Manuals" in the "Help"

tile of the inspira account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.