
JOB POSTING DETAILS

Posting Title:	Facilities Management Assistant, GL-2
Job Code Title:	Facilities Management Assistant
Opening Number:	UNMHA-2021-TJO-028
Department/Office:	United Nations Mission to Support the Hudaydah Agreement - UNMHA
Type of Contract:	Temporary Appointment
Duration of Contract:	Six months
Location:	Sana'a Yemen
Posting period:	9-16 December 2021

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

Special Notice:

This position is being advertised for advance planning purposes pending formal approval of the relevant funding and staffing structures for a duration of six months. An appointment may be terminated, or post level adjusted in accordance with the Staff Rules for such reasons as abolition of post or reduction of staff or budget approvals, for example in the event that the funding for the post is not approved or the mandate of the mission is not extended.

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

Org. Setting and Reporting:

The position is located in the Service Delivery Pillar of the Mission Support Component of the United Nations Mission in Support of the Hudaydah Agreement (UNMHA). The incumbent will be based in Sana'a- Yemen and will report to Engineering and Facilities Management.

Responsibilities:

- Assists in performing all work related to the maintenance of Hard wall buildings, prefab buildings, including but not limited to HVAC, plumbing, electrical, janitorial, gardening and pest control services.
- Assists in implementing procedures for handling, storing, safekeeping engineering goods, and disposing waste materials.
- Assists in following up on pending requisitions and requests for additional work and priority services.
- Assists in maintaining and controlling architectural, structural, electrical and mechanical documents.

- Assists in monitoring utilities supply and consumption and assessing condition of infrastructure.
- Assists in monitoring vendors' quality of workmanship and materials.
- Performs other duties as required.

Core 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.

Coursework/training in masonry/carpentry/HVAC/ construction and building maintenance is highly desirable

Work Experience:

A minimum of one to two (1-2) years of progressively responsible experience in facilities management, building management, engineering, architecture, administrative services or related area is required

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 an informal interview

United Nations Considerations:

The United Nations shall place 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. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

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.