

Posting Title : FACILITIES MANAGEMENT ASSISTANT, G5
Job Code Title : FACILITIES MANAGEMENT ASSISTANT
Department/ Office : United Nations Interim Force in Lebanon
Location : NAQOURA
Posting Period : 17 March 2022-15 April 2022
Job Opening number : 22-FMG-UNIFIL-177171-R-NAQOURA (M)
Staffing Exercise : N/A

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

Org. Setting and Reporting

This position is located in the Building Maintenance Unit sub-unit of the Facility Maintenance Unit under the Engineering & Facility Maintenance Section (EFMS) of the United Nations Interim Force in Lebanon (UNIFIL), Naqoura. The incumbent will report to the Supervisor of the Building Maintenance Unit or his/her designate.

Responsibilities

1. Determines appropriate space allocation required in order to meet the request of the requesting department in terms of meeting room, workstations, equipment, mail room, copier room.
2. Consults supervisor in determining effective engineering solutions for problems arising during the works and to convey to project personnel the best alternatives and solutions locally available (materials, resources).
3. Provides daily feedback on ongoing construction projects while ensuring quality and works progressing in accordance to assigned specifications.
4. Performs periodic checks on all installations and troubleshoot problems/ concerns.
5. Provides brief input on the performance of staff and/or contractors in writing. Where deviations occur, must take initiative in submitting observations in short term format to supervisor in timely manner.
6. Carries out scheduled periodic and emergency maintenance services on overhead, underground and building installations.
7. Prepares and issues work orders and blueprints including appropriate technical data for shops and follows up on the development of the work until completion.
8. Inspects areas of the complex to ensure use and maintenance of safety standards and

equipment.

9. Coordinates construction projects and liaises with shops and contractors and operation section, identifying construction projects and providing solutions.
10. Ensures the use of the items/ spare parts in most productive manner.
11. Supervises the commissioning of the work and testing of any new systems, if necessary, in coordination with Safety & Security.
12. Provides lists of items/ spare parts required as well as tools and equipment, well in advance.
13. Monitors the tools/equipment and spare parts inventory
14. Ensures that projects meet safety and security standards by reviewing them with designated Safety and Security officials.
15. Performs other duties as required including emergency call-out and standby duties.

Competencies

- **PROFESSIONALISM:** Demonstrated technical skills, knowledge and experience in construction, infrastructure, and maintenance project implementation. 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; Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects 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

Valid driving license is required.

Work Experience

A minimum of five (5) years of practical experience with an organization or a company in general construction/engineering services or facilities maintenance/management is required.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of another official United Nations language is an advantage.

Assessment

Evaluation of qualified candidates may include a technical test which may be followed by competency-based interview.

Special Notice

Recruitment against this position is on a local basis; applicants in the General Service category shall meet the relevant employment requirements of the host country (Lebanon), including fulfilling visa or work permit stipulations. If you fulfill the visa and work permit stipulations for Lebanon, please specify in your cover letter and attach a copy of your visa and work permit under "attachments" of your application in Inspira.

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.

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.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, *inspira*. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side 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.