

Posting Title : FACILITIES MANAGEMENT ASSISTANT, G5
Job Code Title : FACILITIES MANAGEMENT ASSISTANT
Department/ Office : United Nations Interim Force in Lebanon
Location : NAQOURA
Posting Period : 3 August 2023-1 September 2023
Job Opening number : 23-FMG-UNIFIL-215199-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 Design and Construction Unit (DCRM) / Engineering & Facility Maintenance Section (EFMS) of the United Nations Interim Force in Lebanon (UNIFIL), Naqoura. The incumbent will report to the Supervisor of the Contracts Management Subunit or his/her designate.

Responsibilities

- Establishing plans for carrying out projects as requested, considering manpower, supplies and time required.
- Distributing the tasks to the different staff and contractors involved.
- Contacting the different offices for supplies and services required.
- Coordinating between the different resources.
- Monitoring the ongoing process and working out the difficulties that might arise along the process.
- Providing logistics support to the Mission HQ, military and civilian on behalf of EFSM/DCRMU.
- Reviewing all incoming requests and deciding on the priority of tasks to be accomplished together with Contracts Management sub-unit supervisor.
- Checking the areas concerned and advising the relevant staff 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 the service contracts including cleaning, landscaping and waste management contracts and ensuring the maximum benefit to the UN.
- 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 contractors' personnel and advising their managers 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.
- Providing logistics support to all ongoing daily briefings and conferences in mission HQ.
- 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 for Real Estate physical verifications in all UNIFIL Positions.
- Ensure Real Estate physical verifications are completed on time yearly in all UNIFIL Positions.
- Providing logistical support in cases of emergencies and evacuations.
- Other duties and responsibilities.

Competencies

PROFESSIONALISM

Knowledge in construction, infrastructure, and maintenance project implementation; and ability to implement this knowledge in an organizational environment. 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.

PLANNING AND ORGANIZING

Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments; adjusts priorities as required. Allocates appropriate amount of time and resources for completing work. Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary. Uses time efficiently.

Education

High school diploma or equivalent is required.

Job Specific Qualifications

A national type B driving license is required.

Work Experience

A minimum of five (5) years of progressively responsible experience in facilities management, building management, contracts management, administrative services and on-site supervision is required. The minimum years of relevant experience is reduced to 3 for candidates who possess a first-level university degree or higher.

A minimum of three (3) years of experience in contracts management in cleaning services or other similar services is desirable.

Languages

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

Assessment

Evaluation of qualified candidates may include an assessment exercise 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.

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

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.