

Posting Title : FACILITIES MANAGEMENT ASSISTANT, G6
Job Code Title : FACILITIES MANAGEMENT ASSISTANT
Department/ Office : United Nations Interim Force in Lebanon
Location : NAQOURA
Posting Period : 8 March 2022-6 April 2022
Job Opening number : 22-FMG-UNIFIL-175755-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 Facility/Events Maintenance Unit under Engineering & Facility Maintenance Section (EFMS) of the United Nations Interim Force in Lebanon (UNIFIL), in the Sector West HQ. The incumbent will report to the Team Leader of the EFMS Sector West Support.

Responsibilities

Within delegated authority, the Facilities Management Assistant will carry out the following duties:

- Plans, schedules and supervises construction, repair, maintenance and installation of conventional buildings, temporary buildings, infrastructure and sites and premises including grounds in the mission area.
- Plans, schedules, supervises and coordinates maintenance services of installations, systems and equipment throughout the buildings.
- Receives, analyses and reviews service requests, including installations of equipment; determines priority of work, plans and prepares work orders, assigns work and follows up on service complaints. Coordinates with requesting departments in case of changes in requirements and suggests alternatives or interim solutions. Trains users on equipment installed.
- Reviews contractors' invoices and assists with cost recovery as required.
- Carries out technical assessments of existing buildings and infrastructure.
- Assists the supervisor in preparing draft proposals for construction and alterations work

including preparation of construction drawings, technical specifications, bills of quantity and cost estimates.

- Conducts technical reviews of offers submitted and studies drawings and sketches for review and discussion to determine extent of work required; presents alternatives as solution of problems. Accompanies all contractors to job locations, clarifies drawings and specifications after contract has been awarded to successful contractor.
- Supervises and coordinates with contractors performing construction and alteration work to ensure that quality of services performed by the contractors is in accordance with set terms and conditions, codes and standards, health and safety regulations and objectives. Does final inspection, supervises the commissioning of the work, claim operation manuals and shop drawings for files, and informs supervisor of completion of work.
- Prepares and writes requisitions for purchase of equipment, material, spares, etc.; reviews and evaluates offers and coordinates with procurement unit.
- Provides support services to conferences and meetings, sessions, language examinations in coordination with Conference Services and other requesting departments and maintains liaison with focal points.
- Participates in the preparation of cost estimates of biennial budget and spending plan related to the Unit accounts. Prepares yearly budget estimates and monthly tables of prorated charges for common services, and monthly/yearly consumption and expenditure tables as well as charts of general operating expenses.
- Suggests ways to institute control and methods to improve service and reduce cost for the United Nations.
- Coordinates with Special Services unit, Security and Safety on their investigation on safety and fire hazard situations associated with installation done by the Unit.
- Performs other duties as required.

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

Possession of a valid driving permit of Heavy Engineering Equipment is desirable.

Work Experience

A minimum of seven (07) years of progressively responsible experience in Facilities Management, Building Management, Engineering, Architecture, Administration Services or related area is required.

Experience in operating Heavy Engineering Equipment is desirable.

Experience in coordinating teams for construction projects, maintenance services and/or installations of engineering works and equipment is desirable.

Languages

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

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.