

Posting Title : FACILITIES MANAGEMENT ASSISTANT, G3  
Job Code Title : FACILITIES MANAGEMENT ASSISTANT  
Department/ Office : United Nations Interim Force in Lebanon  
Location : BEIRUT  
Posting Period : 12 April 2022-11 May 2022  
Job Opening number : 22-Facilities Management-UNIFIL-177032-R-BEIRUT (M)  
Staffing Exercise : N/A

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

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### **Org. Setting and Reporting**

This position is located in the Civilian Administrative Representative Beirut/ CARB Office in the Office of the Director of Mission Support, United Nations Interim Force in Lebanon (UNIFIL), Beirut. The incumbent will report to the Chief Civilian Administrative Representative Beirut or his/her designate.

### **Responsibilities**

The incumbent, under the direct supervision of the Chief of Civilian Administrative Representative Beirut (CARB) Office shall perform a wide variety of tasks, ranging from technical and general maintenance activities in the office facilities, operations and functions related to, but not limited to ground maintenance, accommodation, and sanitation, etc. She/ he shall carry out duties such as the following: Collects and compiles information, makes simple cost calculations, and translates statistical data into graphs. Generates appropriate work orders and blueprints, and dispatches them to the appropriate trade shops to proceed with alteration work for the maintenance of gardens, outer areas, and sanitation. Follows up on pending requisitions and requests for additional work and priority services. Secures signatures of authorized personnel for approval of projects, requisitions, invoices. Maintains, monitors a filing system and controls for requisitions, original construction documents, architectural, structural, electrical, and mechanical drawings and plans. Catalogues drawings, sketches and construction documents in manual and electronic format. Take dictation and types requests for supplies and contractual services and utility projections correspondence. Controls stock of office and accommodation supplies. Assists in monitoring scheduled periodic and emergency maintenance services on all the installations, perform surveys and ensure the provision of required material quantities and specifications. Assists in monitoring the tools/ equipment and

material inventory, ensure sufficient stocks and the use of the materials in the most productive manner. Perform other duties as required.

## **Competencies**

**Professionalism:** Demonstrate technical skills, knowledge and experience in general maintenance, site visits/ survey and inspections of infrastructures and facilities, coordination and monitoring of contractor's work and performance. 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:** Work 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**

A valid driving license is required.

## **Work Experience**

A minimum of two (2) years of progressively responsible experience in facilities management and maintenance, building management, engineering, architecture, administrative services or related area is required. Two years of experience in managing stock of office and accommodation supplies are desirable.

## **Languages**

English and French are the working languages of the United Nations Secretariat. 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 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.