



TEMPORARY JOB OPENING

16 November 2016

Ref. No: TJO/2016/010

GS-5 TJO Grade Level	HVAC Assistant Functional Title
Engineering Services Section	
Department/Office/Division	
Engineering	
Occupational Group (See list on last page)	
GS-4 & GS-5 Open to (Current Grade of Applicant)	29 November 2016 Deadline (DD/MM/YYYY)

Service/Section:	Engineering Services Section	Estimated Start Date:	ASAP	
Duty Station:	UNIFIL	Possibility of Extension?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
Duration:		Open to External Candidates?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

DUTIES AND RESPONSIBILITIES

Under the direct supervision of Chief Electro-Mechanical Unit and the direct supervision of the Electrical / HVAC sub unit Supervisor, the incumbent shall carry out the following functions:

- Liaise frequently with the Building Management Unit Supervisor to perform all tasks related to HVAC and refrigeration works in the mission including installation of new systems as well as maintenance of existing systems.
- Ensure that HVAC work meet the safety and environmental standards in accordance with international codes and regulations.
- Install, Maintain, service and repair HVAC, refrigeration (including freezers), industrial kitchen equipment, kitchen appliances, industrial and domestic gas equipment.
- Perform surveys and prepare technical reports, drawing and material quantities.
- Design simple installations.
- Prepare material specifications for the purpose of raising requisitions.
- Provide lists of items / spare parts required as well as tools and equipment in advance of defects occurring.
- Monitor tools, equipment and spare parts inventory ensuring the use of items and spare parts in the most productive manner.
- Liaise with the relevant engineer for expert advice on HVAC and other engineering sub-units for HVAC related work.
- Provide instructions on end-user care and servicing of HVAC and refrigeration equipment.
- Train end-user's technicians in the proper operation, upkeep, general maintenance of HVAC and other equipment.
- Monitor adequate supply of spare parts for routine scheduled maintenance, as well as maintenance of log books, records and spare parts consumption records.

- Provide input for data entries in the asset control database immediately after receipt, repair, overhaul, transfer and disposal of equipment.
- Perform other duties when required including emergency call-out and standby duties; work on assignments for emergency breakdowns; follow up on ongoing projects during evening or early mornings of normal working days as well as during holidays and / or weekends.
- Perform other duties as assigned.

COMPETENCIES

- **Professionalism:** Knowledge of relevant UN rules, regulations, administrative procedures, policies and directives, and of inventory and control guidelines, directives and procedures. 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.
- **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.
- **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.

QUALIFICATIONS

Experience:

Minimum of five (05) years of progressively responsible experience in commercial and industrial HVAC and refrigeration installations is required. Experience of heavy duty kitchen appliance and central cooling plants is desirable.

Education:

High school diploma or Technical certificate is required. Supplementary courses in HVAC or other appropriate specialty are desirable.

Languages:

Fluency in oral and written English is required. Knowledge of French is desirable.

Other Skills:

- Good computer skills.
- Valid national driving license is required.
- Ability to work in a multi-cultural environment, customer oriented and team player.
- Candidates will have to pass a Technical Test.

Additional Comments:

Submit **a fully completed** and signed application form (P.11) in English.

Although in the P.11 form, it is indicated that you should not send or attach any documentary evidence at this stage, please do attach copies of High School degree and work certificates.

The P.11 and supporting documents should be sent to the Chief of Human Resources Management Section, UNIFIL, Naqoura:

- Via e-mail to unifil-recruitment@un.org

Important notes:

- 1.) **Applications that do not include copies of high school certificate / work certificates will be considered incomplete and will not be taken into consideration.**
- 2.) Please ensure that the Temporary Job Opening Number is clearly indicated in your application;
- 3.) Due to the large volume of applications, we regret not being able to reply to everyone and will only contact the most suitable candidates for the test and/or an interview;
- 4.) Preference will be given to equally-qualified female candidates.

DOCUMENTS REQUIRED:

- Cover Letter**
- PHP**
- The two latest signed e-performances**
- Others: High School and Work Certificates.**

Please choose from this list of Occupational groups:

Administration	Jurists
Civil Affairs	Legal Affairs
Civilian Police	Logistics
Conference Services	Management and Program Analysis
Drug Control and Crime Prevention	Medical
Economic Affairs	Ombudsman
Electoral Affairs	Political Affairs
Engineering	Procurement
Finance	Program Management
Human Resources	Public Information
Human Rights	Science and Technology
Humanitarian Affairs	Security
Information Management	Social Affairs
Information Systems and Technology	Social Sciences
Internship	Statistics

Note:

While this temporary assignment will provide the successful applicant with an ideal opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post.

Internal candidates for this purpose is defined as staff members currently serving under 100 series appointment who have been recruited after a competitive examination under staff rule 104.15 or after the advice of a Secretariat joint body under staff rule 104.14. External applicants may be considered when it is not possible to identify suitable internal candidates of the same department/office.

Please note that external candidates are generally not entitled to be appointed at the advertised level of this temporary vacancy and will therefore be graded in accordance with the current recruitment guidelines. This means that the grade may be at a lower level than that of the advertised level of the post.

For information on the provisions for special post allowance, please refer to ST/AI/1999/17.