
JOB POSTING DETAILS

Posting Title: Facilities Management Assistant, GL-5

Job Code Title: Facilities Management Assistant

Opening Number: UNMHA-2023-TJO-015

Department/Office: UNMHA

Type of Contract: Temporary Appointment

Duration of Contract: 6 months

Location: Amman, Jordan

Posting period: 3 Sept – 17 Sept 2023

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

Special Notice:

This position is being advertised for advance planning purposes pending formal approval of the relevant funding and staffing structures for a duration of six months. An appointment may be terminated, or post level adjusted in accordance with the Staff Rules for such reasons as abolition of post or reduction of staff or budget approvals, for example in the event that the funding for the post is not approved or the mandate of the mission is not extended.

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.

Org. Setting and Reporting:

The position is located in the Service Delivery Pillar of the Mission Support Component of the Office of the United Nations Mission to Support the Hodeidah Agreement. The incumbent will be based in Amman, Jordan and will report to the Officer-in-charge Engineering and Facilities Management Unit.

Responsibilities:

- Providing administrative assistance to OIC Engineering and Facilities Management Unit regarding the ongoing projects in the mission.
- Assisting in surveys and draft proposals for alterations work including preparation of architectural drawings, technical specifications, bills of quantity and cost estimates.
- Establishing plans for carrying out projects as requested, considering manpower, supplies and time required.
- Coordinating office moves, setting up moving schedules
- Coordinating between the different resources.
- Monitoring the ongoing progress of works and working out the difficulties that might arise along the process.

- Providing logistics support to the Mission HQ, Chief of Staff team, military and civilian on behalf of general services.
- Assisting in the development, implementation and oversight of short and long-term maintenance strategies
- Participating in the preparation of cost estimates of budget and spending plan related to facilities management.
- Carries out technical assessments of existing buildings and infrastructure.
- Reviewing all incoming requests including maintenance of building components and deciding on the priority of tasks to be accomplished together with OIC Engineering and Facilities Management.
- Checking the areas concerned and advising the relevant contractors 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 service contracts including cleaning, laundry and dining contracts and ensuring the maximum benefit to the UN.
- Coordinating with the procurement unit in finalizing the contract.
- 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 cleaners and advising their foreman 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 prior to certifying them by OIC Engineering and Facilities Management.
- Providing logistics support to all ongoing daily briefings and conferences in mission HQ. Ensuring that conference rooms are available for the meeting/conference.
- Advising IT and communications on any equipment to be installed and ensuring proper installation and functionality.
- Advising Supply on furniture required and ensuring proper setting and availability of materials requested.
- 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 in cases of emergencies and evacuations.
- Other duties and responsibilities.

Core Competencies:

Professionalism

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; Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas 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.
Coursework/training in building systems, construction and building maintenance is highly desirable.

Work Experience:

A minimum of five (5) years of progressively responsible experience in facilities management, building management, engineering, architecture or related area is required. Experience with AutoCAD is desirable.

Languages:

English and French are the working languages of the United Nations Secretariat. For the position advertised, 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 an informal interview

United Nations Considerations:

The United Nations shall place 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. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

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.