



United Nations Assistance Mission for Iraq (UNAMI)
INTERNAL VACANCY ANNOUNCEMENT

Job Opening No.	195952	Deadline	07 December 2022
Post Title	Facilities Management Assistant	Level	GL-5
Organizational Unit	Facilities Management and Welfare Section	Location	UNAMI, Erbil
VA date:	23 November 2022		

DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Facilities Management Supervisor, the incumbent will be responsible for the following duties:

- Providing administrative assistance to the Chief of the Section regarding the ongoing projects in the mission. 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.
- Reviewing all incoming requests and deciding on the priority of tasks to be accomplished together with Chief of Section.
- 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, laundry and dining contracts and ensuring the maximum benefit to the UN.
- Coordinating with Acquisition planning and requisition unit APRU all UMOJA Transaction.
- 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 the accuracy of prices, and availability of funds
- Signing the correct invoices that services are satisfactorily rendered prior to certifying them by the Chief of Section. 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 Chief of Section and facility management assistant on the Acquisition plan status and availability of allocated funds.
- Ensuring that beverages and snacks are made available, as well as a proper and quiet atmosphere around the occupied areas.
- Providing logistical support to claims officers with regard to write-off cases. Providing logistical support in cases of emergencies and evacuations.

Other Duties (Mail and Pouch Services)

- Prepares airway bills and related documents for courier pouches and special pouches.
- Prepares computerized records on details of outgoing material, e.g., send addressee, and destination for financial and statistical purposes.
- Compiles, computes, and prepares statistics on work carried out by the office.
- Revises outgoing pouch worksheets when routing in changed; advises departments involved, drafts letters of instructions to users.
- Ensures that all items received through the incoming pouch for transshipment outgoing pouch, and in outgoing mail units, are accurately recorded, official and in compliance with pouch and mail rules, and that respective department are properly charged.
- Perform other duties as required.

QUALIFICATIONS AND EXPERIENCE

Education: High school diploma or equivalent is required.

Experience: A minimum of Five (5) years relevant work experience in Facilities Management, building management, engineering, architecture, administrative services, or related area is required.

Language: English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in both English and Kurdish is required.

Other Skills: Knowledge of UN rules and regulations for facility management is desirable. Knowledge of computer applications Word & Excel is desirable.

UN CORE VALUES AND 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. A 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 & Organization: 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.

APPLICATIONS

Interested candidates should complete the attached United Nations Personal History form (P.11), and forward electronically to the following email address: unami-staffing@un.org.

<https://careers.un.org/lbw/jobdetail.aspx?id=195952&Lang=en-US>

(CVs and other agency forms will not be considered). Please indicate the post and Job number you are applying for. Incomplete P.11s will not be processed. **Women candidates are encouraged to apply**, and in the selection process, preference will be given to equally qualified women candidates. Only applicants who are short-listed will receive an acknowledgment within two weeks from the deadline for submission of applications.

Short-listed candidates may be requested to sit for a written (and/or technical test) in addition to the interview.

The necessity for ensuring the highest standards of efficiency, competence, and integrity remains the paramount consideration in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.