

AFRICAN UNION

الاتحاد الأفريقي



UNAMID



UNITED NATIONS

الأمم المتحدة

African Union – United Nations Hybrid Operation in Darfur

Job Opening

Post Title: Associate Facility Management Officer

Post Level_: NO-B

Location: El Geneina

Job Opening Number: UNAMID-ELG-JO-15-002

Job Opening Deadline: 31 March 2015

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

Organizational Setting and Reporting

The position is located within the Facilities Management Unit, Engineering Section of the Africa Union-United Nations Mission in Darfur (UNAMID), El Geneina. The incumbent will report to the SMSO through Facilities Management Officer.

Duties and responsibilities:

Within delegated authority, the Associate Facilities Management Officer be responsible for the following duties:

- Technical and administrative work in overseeing of technical and general maintenance activities in United Nation's facilities in the assigned region and Team Sites, operations of functions relating, but not limited to, ground maintenance, sanitation, catering, vector services, planning, directing and coordinating activities of either UN staff and/or contract staff including out sourced type of contracts, including the attendant administrative work and supervision of personnel.
- Conduct space allocation in consultation with the committee and management of the allocated spaces;
- Prepare and follow-up on work orders (building maintenance and minor engineering works) to ensure that the regional facilities are always in good functional conditions;
- Manage budget allotments and monitor consumption of maintenance supplies allotted to his/her sector including the Team Sites;
- Liaise regularly with security and safety, environmental, health, supply and logistics services in the Sector/Team Sites.
- Manage the UN compounds in the Sectors/Team Sites, for UNAMID and other UN entities occupying the premises, which include the building and grounds, supporting

systems and their related facilities and equipment, as well as conference/meetings facilities.

- Ensure efficient and effective client-oriented services to maintain the premises to internationally accepted standards in the field of facilities management, with particular attention to relevant safety and security procedures of the organization.
- Providing update and periodic guidance to the Chief of Section/Supervisor on the operation and maintenance of common support services; Bring up issues that are urgent and of sensitive nature, or recurrent to the attention of the supervisor and always recommending relevant solutions.
- Supervise and carrying out the work programme of the Unit/Sector/Team Sites by ensuring efficient contract management of major in-house service providers and building operations, manage, train and supervise junior staff and individual contractors, as well as modifications and enhancements of existing facilities to meet functional and operational requirements;
- Provide furnishing, support to utility services, meetings and conferences as will be requested from time to time by the various users/clients in the respective Sector/Team Sites;
- Carry out the programmatic/administrative tasks necessary for the functioning of the Unit in the Sector/Team Sites, including the providing of inputs for the preparation and monitoring of the Section budgets;
- Coordinate with various cross cutting Sections/Units (Electrical, Plumbing, HVAC and Supply etc.) to facilitate completion of service requests and necessary repairs to the facilities.
- Perform other related duties as and when required from time to time and as given by the superiors.

Qualifications and Experiences:

Education:

Advanced university degree (Master's degree or equivalent) preferably in civil engineering, architecture, business management, contract administration or related fields. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.

Experience:

At least two years of progressively responsible experience in technical, administrative and facilities management in a private, commercial field and military environment or related field.

Language:

Fluency in both spoken and written English and Arabic is required.

Other skills: Knowledge of UN rules and regulations for facility managements is desirable. Also, knowledge of advanced computer applications such as Word and Excel is required.

Competencies:

- **Professionalism** – Knowledge of general facility management procedures, security and safety awareness; 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; 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.

- **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; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.
- **Planning & 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.

Important Consideration for Applicants:

This position is locally recruited. UNAMID will not provide accommodation to locally recruited staff.

WARNING TO APPLICANTS:

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS.

HOW TO APPLY

Interested and qualified applicants should submit their application together with the United Nations Personal History form (P.11) and/or CV along with copies of own Birth Certificate, Sudanese Resident Certificate, Academic/University Diploma and previous employment certificates by one of the following methods:

By Hand: to UNAMID Regional Office in El-Geneina at Super Camp Security Gate.

By Email: unamidva-elg@un.org

Note: All applicants **must** indicate the JO No., Post Title and Duty Station to which they are applying on the subject line (by email) and/or on the sealed envelope (by hand delivery). E.g. **UNAMID-ELG-JO-15-002– Facilities Management Officer, EL-Geneina.**

Please do not submit original certificate(s) with the applications.

In line with the UN policy on gender balance, female candidates are encouraged to apply

POSITIONS OPEN FOR SUDANESE NATIONALS ONLY.