



TRUCE SUPERVISION ORGANIZATION

JOB OPENING – INTERNAL / EXTERNAL

VACANCY NUMBER:	18/041
DEADLINE FOR APPLICATION:	02/01/2019
DATE OF ISSUANCE:	03/12/2018
POST TITLE:	Facilities Management Assistant
POST LEVEL:	G-4
POST NUMBERS:	30912009 & Roster
SECTION:	Engineering & Facilities Management Section
DUTY STATION:	UNTSO - OGGD - Damascus

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

Responsibilities

Under the overall direction of the Engineer, the Administrative Officer - Damascus and the direct supervision of the supervising Facilities Management Assistant (FMA), the incumbent will be responsible but not limited to the following duties:

- Perform tasks related to construction work and prefabricated container installations, including but not limited to laying out, framing, and finishing of new construction and repair structural metal and woodwork and equipment in establishment.
- Responsible for operating the heavy and light engineering equipment and machineries and carryout maintenance in the compound, digging septic pit and similar earthmoving works.
- Carry out scheduled periodic and emergency maintenance services on all installations.
- Performs surveys and ensure the provision of required material quantities and specifications.
- Monitor the tools/equipment and material inventory.
- Ensure the use of the materials in most productive manner.
- Perform measuring, marking, and arranging in accordance with national and local building codes.
- Liaise with supervisor for expert advice on construction works, mason for concrete matters and other technicians, as necessary.
- Perform other functions as may be assigned by the supervisor.

Competencies

Professionalism – Knowledge of general building maintenance and hands-on experience in welding, masonry, plumbing, carpentry and standard electrical installations; 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. **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 & Organizing** – Develops clear goals that are consistent with agreed strategies. Identifies priority activities of assignments. Allocates appropriate amount of time and resources for completing work. Foresees risks and allows for contingencies when planning. Uses time efficiently.

Education

High School certificate. Certificate in domestic electrical maintenance and trained in general maintenance (carpentry, plumbing, welding, electrical) is desirable.

Work Experience

A minimum of three (03) years of practical experience, with an organization or company, in construction works, assembling of prefab containers and operating heavy machinery.

Languages

Fluency in spoken and written English is required. Fluency in the local languages (Arabic) is highly desirable.

Other Skills

Valid National Driving License in particular for utility vehicles is required (Attach a copy with your application).

Assessment Method

Short-listed applicants may be evaluated through a competency-based interview and/or other assessment methods.

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. Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

SPECIAL NOTE: QUALIFIED FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY

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 APPLICANTS' BANK ACCOUNTS.

APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED

How to Apply to United Nations Truce Supervision Organization (UNTSO) vacancies:

Only applications submitted online will be considered.

The UNTSO Jobs page, <https://untsso.unmissions.org/untsso-jobs>, will include all Job Openings.

1. To start the application process, applicants must download a [Personal History "P.11"](#) form. **Note:** Any other form of application will not be accepted.
2. Once the download is finished, complete and save your Personal History Form and then e-mail it to the following e-mail address: untsso-syria@un.org.
3. In completing the P.11 form, please note that all fields must be completed accurately to the best of your knowledge.
4. Submit a written cover-page application in addition to your completed and signed Personal History form.
5. Your application will be screened and evaluated against the requirements as specified in the particular vacancy and your name may be put forward for that specific announcement only.
6. In view of the high volume of applications received, only those applicants who are included in the roster will be notified.
7. Indicate the JO number on the subject heading in your email application. Applications that do not comply to this standard will not be validated.
8. For **internal candidates**: Ensure that your application is scanned to untsso-syria@un.org from your personal or UN email account and include the JO number on the subject heading with a return receipt request. Applications that do not comply to this standard will not be validated.
9. For **internal candidates and UN staff from agencies**: Attach your latest two ePerformance Reports.
10. For **external candidates**: Attach your latest two performance appraisal reports if applicable.

At your interview

The United Nations' greatest asset is the quality of its staff. To ensure that the very best people join the UN team we use a [competency based interview](#) process. Competency based interviews are also called "behavioral interviews" or "criterion based interviews." Such interviews are based on the concept that past behavior and experience is the best indicator of future performance. In other words, your history tells a story about you: your talents, skills, abilities, knowledge and actual experience in handling a variety of situations.

For more information on competency based interviews, click [here](#).

Applications should be addressed to: Chief Human Resources Officer, UNTSO
Email: untsso-syria@un.org
