



## TRUCE SUPERVISION ORGANIZATION

## TEMPORARY JOB OPENING – INTERNAL / EXTERNAL

VACANCY NUMBER:	22/029
DEADLINE FOR APPLICATION:	08 December 2022 (23:59 hours Duty station Local Time)
DATE OF ISSUANCE:	02 December 2022
POST TITLE:	Maintenance Worker
POST LEVEL:	G-3
POST NUMBERS:	30912466
SECTION:	Engineering and Facility Management Section
DUTY STATION:	OGG - Damascus

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

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**QUALIFIED FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY**

*UNTSO was the first peacekeeping operation established by the Security Council, in its resolution 50 (1949), and continues to represent the commitment of the Council to assist in the implementation of the 1949 Armistice Agreements and their attendant ceasefires. In its resolution 73 (1949), the Council requested the Secretary-General to arrange for the continued service of such UNTSO personnel as might be required in observing and maintaining the ceasefire, as requested by the Council in its resolution 54 (1948), and as might be necessary in assisting the parties to the Agreements in the supervision of the application and observance of the terms of those Agreements. UNTSO is mandated to observe and maintain the unconditional ceasefires and assist the parties to the 1949 Armistice Agreements in the supervision of the application and observance of the terms of those Agreements. Its mandate derives from Security Council resolutions and decisions, including foundational resolutions 50 (1948), 54 (1948), and 73 (1949). UNTSO's activities are spread over Egypt, Israel, Jordan, Lebanon and the Syrian Arab Republic to maintain the regional liaison architecture established under the Armistice Agreements.*

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### Special Notice

The temporary position is intended to fill the functions for a short-term duration of 6 months with a possibility of extension subject to the availability of the position. Recruitment for this position is done on a local basis, whether or not the candidate is a resident of the duty station. Candidates should have no expectation of any fixed-term appointment possibility after the end of this temporary assignment. Subsequent to the initial temporary appointment, new and successive temporary appointments may be granted for service in the same office or in a different office any number of times, for any duration, provided that the length of service does not exceed the period of 364 calendar days.

### Responsibilities

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

- Provide maintenance and repair services (simple structural, electrical and equipment) for ISMAC House, Camp Faour offices and accommodations and the five observation posts in Golan including gardens & grounds.
- Perform routine maintenance, general plumbing and carpentry of accommodations, premises, Observation Posts, Ablution units/bathroom/toilet facilities, plumbing/drainage system and lighting fixtures.
- Conduct minor repair and maintain appliances in UNTSO-OGGD premises (Fridges, cookers, water heaters, binocular's base/stand etc.)
- Undertake internal and external Painting tasks of all the building premises.
- Perform day to day tasks as scheduled by the FMA to furnish service requests from the OP's and carry out welding, masonry, plumbing, carpentry and electrical works, as tasked.
- Carry out minor projects as required pertaining to the improvements of the security, hygiene and working/living conditions.
- Drive fuel trucks and other utility vehicles while supplying the five Observation Posts in B-side with fuel for generators, and other OP supplies to support the operations.
- Perform other tasks 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 diploma or equivalent is required. Certificate in domestic electrical maintenance and trained in general maintenance (carpentry, plumbing, welding, electrical) is desirable.

## Work Experience

At least two (02) years progressively responsible experience in building maintenance in a private, commercial field or military environment is required.

## Languages

Fluency in spoken and written English is required. Fluency in the local language (Arabic) is essential.

NOTE: "Fluency" equals a rating of "fluent" in all four areas (read, write, speak, understand) and "Knowledge of" equals a rating of "confident" in two of the four areas.

## 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.

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### **SPECIAL NOTE: QUALIFIED FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY**

- **APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED**
  - **ONLY APPLICATIONS SUBMITTED ONLINE WILL BE CONSIDERED**
  - **ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FOR FURTHER ASSESSMENT**
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### **How to Apply to United Nations Truce Supervision Organization (UNTSO) vacancies:**

The UNTSO Jobs page, <https://untso.unmissions.org/untso-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 (P.11) and then e-mail it to the following e-mail address: [untso-syria@un.org](mailto:untso-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 P.11 form.
5. Indicate the JO number on the subject heading in your email application. Applications that do not comply to this standard will not be validated.
6. 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.
7. In view of the high volume of applications received, only those applicants who move forward in the process, will be contacted for further assessment. Those who are successful/not successful in the assessment will be notified.
8. For **internal candidates**: Ensure that your application is scanned to [untso-syria@un.org](mailto:untso-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 Performance Reports.
10. For **external candidates**: Attach your latest two performance appraisal reports if applicable.

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### **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.

**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.**

### **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 "behavioural interviews" or "criterion based interviews." Such interviews are based on the concept that past behaviour 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.

More information on competency-based interviews at <https://careers.un.org>

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**Applications should be addressed to:** **Chief Human Resources Officer, UNTSO**  
**Email: [untso-syria@un.org](mailto:untso-syria@un.org)**

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