

UNITED NATIONS		NATIONS UNIES
TRUCE SUPERVISION ORGANIZATION		

JOB OPENING – INTERNAL / EXTERNAL

VACANCY NUMBER:	21/013
DEADLINE FOR APPLICATION:	27 August 2021
DATE OF ISSUANCE:	28 July 2021
POST TITLE:	Maintenance Worker
POST LEVEL:	GS-3
POST NUMBERS:	30912466
SECTION:	Engineering and Facility Management Section
DUTY STATION:	OGG - Damascus

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

QUALIFIED FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY

Responsibilities

Under the overall direction of the Chief, Supply Chain Management, 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 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 the UN 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, cooking gas and other OP supplies to support the operations.
- Operate crane/forklifts/modern tools and other heavy equipment when necessary for development and maintenance tasks;
- 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 certificate. Certificate in domestic electrical maintenance and trained in general maintenance (carpentry, plumbing, welding, electrical).

Work Experience

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

Languages

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

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.

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
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 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

At the United Nations, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

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>

Applications should be addressed to:

Chief Human Resources Officer, UNTSO

Email: untso-syria@un.org