



TRUCE SUPERVISION ORGANIZATION

JOB OPENING – EXTERNAL / INTERNAL

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| VACANCY NUMBER: | 22/013 |
| DEADLINE FOR APPLICATION: | 28 August 2022 |
| DATE OF ISSUANCE: | 29 July 2022 |
| POST TITLE: | Facilities Management Assistant |
| POST LEVEL: | G-4 |
| POST NUMBERS: | 30912504 |
| SECTION: | Engineering & Facilities Management Section |
| DUTY STATION: | Jerusalem |

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

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.

Responsibilities

Under the supervision of the Unit Supervisor, the Facilities Management Assistant is responsible to perform tasks related to construction and maintenance works. The incumbent should be able to carry out facility management works and prepare material quantities and specifications for various projects. The incumbent will be responsible for but not limited to the following duties:

- Responsible for supporting organized Mission events and activities and perform regular inspection of the premises and infrastructure as well as keeping the compound free from clutter, inspect gardens and grounds in the compound and report deficiencies and environment issues.
- Carry out scheduled periodic and emergency maintenance services on all the installations; Perform 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 materials in accordance with national and local building codes.
- Liaise with Project Unit supervisor for expert advice on maintenance and facility management tasks.
- Perform other functions as assigned by the Unit supervisor.

Competencies

Professionalism – Knowledge of procurement policies, processes and procedures; purchasing and accounting techniques; Knowledge of financial rules and regulations and ability to research and gather information from a variety of standard sources and to apply good judgment in the context of assignments given; Shows pride in work and in achievements; 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.

Communication – Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

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.

Education

High school diploma or equivalent is required

Work Experience

A minimum of three (3) years of practical experience with an organization or company dealing with facilities management works and handling various tools and equipment.

Languages

Fluency in spoken and written English is required; working knowledge of spoken and written Arabic & Hebrew is desirable.

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

Possession of valid **national driving license in Israel and West Bank is required** (**Attach a copy of a valid driver's license at the time of application**). The incumbent should have the ability to work in hardship environment and the ability to operate equipment machinery. Ability to use hand and electrical tools and equipment and should be fit to work on high level structures

Assessment Method

Evaluation of qualified candidates may include a written assessment exercise which may be followed by competency-based interview.

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

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

- **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**

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) as follow: **(Family Name First Name_P11)** and then e-mail it to the following e-mail address: untso_staffing@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, named as follow: **(Family Name First Name_cover-page)**, 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_staffing@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_staffing@un.org
