



## TRUCE SUPERVISION ORGANIZATION

## TEMPORARY JOB OPENING – INTERNAL / EXTERNAL

JOB OPENING NUMBER:	18/025
DEADLINE FOR APPLICATION:	10 August 2018
DATE OF ISSUANCE:	03 August 2018
POST TITLE:	Maintenance Worker
POST LEVEL:	G-4
POST NUMBERS:	30907819
SECTION:	Engineering & Facilities Management Section
DUTY STATION:	Observer Group Lebanon – Naqoura

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

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### Special Notice

The temporary position is intended to fill the functions for a short-term duration of two (2) 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 appointment. 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 Administrative Officer – Observer Group Lebanon and the direct supervision of the supervising Facilities Management Assistant (FMA), the incumbent will be responsible but not limited to the following duties:

- Performs, repairs, and maintains machines, mechanical equipment, buildings and work on plumbing, electrical, and air-conditioning and heating systems;
- Builds partitions, makes plaster or drywall repairs, and fixes or paints roofs, windows, doors, floors, woodwork, and other parts of building structures;
- Maintains and repairs specialized equipment and machinery;
- Uses common hand and power tools such as screwdrivers, saws, drills, wrenches, and hammers, as well as specialized equipment and electronic testing devices to repair or replace broken parts and makes adjustments to correct malfunctioning equipment and machines;
- Responsible for obtaining supplies and repair parts from distributors and store rooms;
- Performs routine preventive maintenance and ensures that machines continue to run smoothly, building systems operate efficiently, and the physical condition of buildings and infrastructure do not deteriorate;
- Follows a checklist which includes inspecting generators, ensuring appropriate load capacity is in place and situated in accordance with the required power circuitry;
- Provides scheduled maintenance and light repairs of generators and electrical components such as motors, and belts, checks fluid levels, replaces filters and performs other maintenance works;
- Keeps a log/records of maintenance performed;
- Keeps a log of monthly utilities consumptions, such as water & electricity.
- Escorts and monitors work performed at OGL by service providers and contractors.
- Assists with routine tasks as assigned by the Administrative Officer which includes driving
- Assists with the other duties as required.

### 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 or equivalent. Certificate in domestic electrical maintenance and/or training in general maintenance (carpentry, plumbing, welding, electrical) is desirable.

## Work Experience

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

## Languages

Fluency in English is required. Fluency in Arabic is highly desirable.

## Other Skills

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

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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.**

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**\*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\\_staffing@un.org](mailto:untsso_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. 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.
5. In view of the high volume of applications received, only those applicants who are included in the roster will be notified.
6. Indicate the JO number on the subject heading in your email application. Applications that do not comply to this standard will not be validated.
7. For **internal candidates**: Ensure that your application is scanned to [untsso\\_staffing@un.org](mailto:untsso_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.

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## 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](#).

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

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