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## JOB OPENING

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Functional Title & Level:	Facilities Management Assistant (GS-6)
Duty Station:	Port-au-Prince
Posting Period:	26 September – 2 October 2017
Job Opening Number:	MINUJUSTH-GJO-2017-052

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### Special Notice

The purpose of this job opening is to generate a roster of qualified and available candidates to fill anticipated job openings for the **Facilities Management Assistant (GS-6)** positions. Candidates who are successful in the assessment process will be placed on the roster. The selected candidate will be **EXPECTED TO COMMENCE WORK ON 16 OCTOBER 2017**. Candidates who are not successful during the assessment will not be placed on the roster. They will be notified at a later stage. Placement on the roster does not guarantee selection.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply. Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

**All interested candidates should submit ONLY their Personal History Profile (PHP)** via email at [minujsth-recruitment@un.org](mailto:minujsth-recruitment@un.org). Blank PHP and supplementary sheets are available at the MINUSTAH Bulletin Board and at the MINUSTAH website <https://minustah.unmissions.org/offres-demploi>.

**Important:** Functional title and job opening number MUST be indicated in the subject of your e-mail application in order to be considered for review.

### Organizational Setting and Reporting

These positions are located in United Nations Mission for Justice Support in Haiti, (MINUJUSTH). The United Nations' Security Council adopted resolution 2350 (2017) deciding the creation of MINUJUSTH which is mandated to assist the Government of Haiti to strengthen rule of law institutions in Haiti; further support and develop the Haitian National Police; and engage in human rights monitoring, reporting, and analysis among others.

The **Facilities Management Assistant (GS-6)** typically reports to the Chief of Section or Chief of Unit.

## Responsibilities

Within limited delegated authorities, the incumbent of the post will be responsible for the following functions:

- Plans, schedules and supervises construction, repair, maintenance and installation of conventional buildings, temporary buildings, infrastructure, sites and premises including grounds in the mission area.
- Plans, schedules, supervises and coordinates maintenance services of installations, systems and equipment throughout the buildings.
- Receives, analyses and reviews service requests, including installations of equipment; determines priority of work, plans and prepares work orders, assigns work and follows up on service complaints. Coordinates with requesting departments in case of changes in requirements and suggests alternatives or interim solutions. Trains users on equipment installed.
- Carries out technical assessments of existing buildings and infrastructure.
- Assists the supervisor in preparing draft proposals for construction and alterations work including preparation of construction drawings, technical specifications, bills of quantity and cost estimates.
- Conducts technical reviews of offers submitted and studies drawings and sketches for review and discussion to determine extent of work required; presents alternatives as solution of problems. Accompanies all contractors to job locations, clarifies drawings and specifications after contract has been awarded to successful contractor.
- Supervises and coordinates with contractors performing construction and alteration work to ensure that quality of services performed by the contractors is in accordance with set terms and conditions, codes and standards, health and safety regulations and objectives. Does final inspection, supervises the commissioning of the work, claim operation manuals and shop drawings for files, and informs supervisor of completion of work.
- Prepares and writes requisitions for purchase of equipment, material, spares, etc.; reviews and evaluates offers and coordinates with procurement unit.
- Provides support services to conferences and meetings, sessions, language examinations in coordination with Conference Services and other requesting departments and maintains liaison with focal points.
- Participates in the preparation of cost estimates and spending plan related to the Unit accounts. Prepares yearly budget estimates and monthly tables of prorated charges for common services, and monthly/yearly consumption and expenditure tables as well as charts of general operating expenses.
- Suggests ways to institute control and methods to improve service and reduce cost for the field mission.
- Coordinates investigation on safety and fire hazard situations associated with installation done by the Unit.
- Performs other duties as required.

## Competencies

- **Professionalism:** Shows pride in work and 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. Takes

responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

- **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.
- **Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

## **Education**

High school diploma or equivalent is required. Technical or vocational certificate in a trade (air-conditioning, refrigeration, generator, power supply, electrical, carpentry, plumbing, welding, etc.) is required.

## **Work Experience**

A minimum of seven (7) years of progressively responsible experience in facilities management, building management, engineering, architecture, administrative services or related area is required.

## **Languages**

English and French are the working languages of the United Nations. For the post advertised, fluency in oral and written English or French, both oral and written, is required. Working knowledge of the other language is desirable.

## **Assessment**

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