

United Nations International Residual Mechanism for Criminal Tribunals

General Services Officer, P-3

DEADLINE FOR APPLICATIONS	:	06 November 2018
DATE OF ISSUANCE	:	08 October 2018
OFFICE	:	Registry, General Services Section
LOCATION	:	Arusha
JOB OPENING NUMBER	:	18-ADM-RMT-104602-R-ARUSHA (R)

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

Organizational setting and Reporting:

This position is located in the General Services Section, Registry of the International Residual Mechanism for Criminal Tribunals (IRMCT), Arusha Branch. The incumbent will work under the direct supervision of the Administrative Officer and the direction of the Chief Administrative Officer. The General Services Officer will be responsible for the overall management of day to day administration, operations, and strategic planning for future requirements, of the following General Services areas in Arusha, and will provide guidance on these areas to the Kigali Office:

Responsibilities:

- **Facility and Building Management Services:** Manages the Mechanism's office compound as well as other occupied premises in Tanzania and Rwanda in all its facets, including but not limited to ensuring the continuous operationability of all utilities and major facility systems, maintenance of facilities and amenities, facility improvements, and space planning and usage.
- **Asset Management:** Ensures effective and timely supply of items under GSS area of responsibility, incorporating requisition, receipt, storage, issue and the management and maintenance of supply non-expendable inventory, and its accountability; Prepares claims and write-off cases for the Property Survey Board; ensure smooth operation of Receipt and Inspection, and property disposal functions; ensures regular and timely inspections of all Mechanism-owned equipment as per UN rules and regulations.
- **Protocol, Shipping and Logistics:** Ensures smooth operation of the mail and pouch registry function, air and sea freight shipping requirements, customs clearances, VAT processing, arranging of visas, residency permits, driving licenses and other local permits, as required.
- **Transport:** Ensures maintenance of transportation fleet, availability and suitability of vehicle transport service with associated technical support to enable all components perform their duties effectively and in a timely manner.
- **Serves as a reporting officer of Mechanism-Arusha staff members assigned to the above-mentioned areas.**
- **Manage all GSS contracts and general ledger accounts, including but not limited to monitoring expenditure against contract values and fund availability, raising obligations and extending or soliciting for new contracts in a timely manner, and strategically plan the use of available funds throughout the budget period.**
- **Based on past expenditure and future requirements, provides detailed and reasoned budgetary input into the Mechanism's budget submissions.**
- **Performs other duties as assigned.**

Core Competencies:

- **Professionalism** – Knowledge of a majority of general services areas (including facility/building maintenance, transport, logistics, asset management, contracts management) including related policies, processes and procedures, of which knowledge of facility/building maintenance and property management are a must. 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.
 - **Accountability** – Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organisational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.
 - **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 on-going 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.
 - **Managing Performance** – Delegates the appropriate responsibility, accountability and decision-making authority; makes sure that roles, responsibilities and reporting lines are clear to each staff member; accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; monitors progress against milestones and deadlines; regularly discusses performance and provides feedback and coaching to staff; encourages risk-taking and
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supports creativity and initiative; actively supports the development and career aspirations of staff; appraises performance fairly.

Education:

Advanced university degree in Engineering, Architecture, Business Administration, Logistics, Facility Management, Asset Management, or related field. A combination of a first level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Experience:

A minimum of five years of progressively responsible experience in project engineering, facility/building management, property management, logistics, contract management, architecture, or related field. Experience working with an ERP system, (such as Umoja/SAP) may be an advantage. Experience in facility management, electro-mechanical or structural engineering may be an advantage. Experience as a certifying officer may be an advantage. Experience managing staff may be an advantage.

Languages:

English and French are the working languages of the Mechanism. For the post advertised, fluency in oral and written English is required. Working knowledge of French and/or Kiswahili may be an advantage.

Assessment Method:

There may be a technical test, followed by a competency-based interview.

Special Notice:

The appointment is limited to the International Residual Mechanism for Criminal Tribunals. Appointment of the successful candidate on this position will be limited to the initial funding of the post. Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. As the international tribunals are not integrated in the Secretariat, UN Staff Members serve on assignment or secondment from their parent department/office if selected. Appointments of staff members in the United Nations are subject to the authority of the Secretary-General. Staff Members are expected to move periodically to new functions in accordance with established rules and procedures, and may in this context be reassigned by the Secretary-General throughout the Organization based on the changing needs and mandates.

NOTE FOR PREVIOUSLY ROSTERED CANDIDATES

Roster candidates must express their interest and availability for published job openings by submitting an updated PHP and cover letter.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

No Fee:

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 BANK ACCOUNTS.

United Nations Considerations

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 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.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the At-a-Glance on "The Application Process" and the Instructional Manual for the Applicants, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of inspira account-holder homepage.

Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at midnight (New York time) on the deadline date.

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HOW TO APPLY:

All applications must be submitted through the UN Inspira portal. The Mechanism is not able to accept applications for this vacancy via email.

Internal applicants may go to <https://inspira.un.org>

External applicants may go to <https://careers.un.org>
