

# United Nations International Residual Mechanism for Criminal Tribunals

Temporary Job Opening

Building Maintenance Technician, G-5

DEADLINE FOR APPLICATIONS	:	28 October 2018
DATE OF ISSUANCE	:	22 October 2018
OFFICE	:	Registry/ General Services Section
LOCATION	:	The Hague
JOB OPENING NUMBER	:	2018/TJO/IRMCT/GSS/54-GS

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

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## Organizational setting and Reporting:

This position is located in the General Services Section, Registry, Facilities Management Unit under the supervision of the Head, Facilities Management Unit.

## Responsibilities:

The incumbent will

- Operate/maintain distributed building equipment/systems.
- Performs daily inspections of major building equipment and regularly surveys/inspects all workspaces including: fluorescent lighting, HVAC Computerized and Analogue monitoring and control systems, automatic sunshades, fire evacuation panel and firefighting equipment, security access systems, power, pumps, elevators, control equipment and wiring. Prepares and completes maintenance schedules and reports.
- Prepares requisitions for maintenance supplies. Assists in identifying potential vendors, Performs regular repair, re-conditioning and preventive maintenance work. Performs regular plumbing and electrical repairs, performs basic office equipment repairs (i.e. shredders etc.). Performs welding, forming and fabrication of metals.
- Undertakes minor construction and repairs. Installs partitions, changes locks, and replaces glass.
- Evaluates the extent of repairs required. Assists in preparation of plans and specifications for work requirements.
- Provides direction to outside contractors and ensures that construction and repair projects are completed in accordance with requirements.
- Prepares status of work completed.
- Any other ad-hoc duties assigned by the Head, Facilities Management Unit.

## Core Competencies:

- Professionalism - 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.
- Planning and Organising – Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments, adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- 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.

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## QUALIFICATIONS

### Education:

High school diploma in a technical field or equivalent experience; demonstrated ability to use computer technology.

### Experience:

Minimum of five (5) years of relevant experience in the field of facilities management. Knowledge of “Umoja” is desirable.

### Language:

English and French are the working languages of the Mechanism. For the post advertised, fluency in oral and written English is required. Knowledge of Dutch, French or Bosnian/Croatian/Serbian is an asset.

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## HOW TO APPLY:

### NOTE FOR INTERNAL CANDIDATES:

- 1) Staff at the G-4 and G-5 level are eligible to apply.
- 2) Interested staff members must complete the UN Personal History Profile (PHP) form obtainable via personal inspira accounts (in PDF format) or the IRMCT website. Please submit all documents including the PHP, a Cover Letter, and the last two e-PAS's ELECTRONICALLY AS ONE DOCUMENT to the [recruitment@un.org](mailto:recruitment@un.org) in-box. Please indicate the job opening number in the subject line.
- 3) Once received, a list of candidates who meet the requirements of the post will be sent to the supervisor, who will prepare a written comparative analysis of the candidates and recommend a candidate for the position.
- 4) Applicants may have to sit the United Nations Global General Services Test (GGST) as per information circular ICTY/IC/2004/49 of 2 September 2004.

### NOTE FOR EXTERNAL CANDIDATES:

- 1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the IRMCT website ([www.unmict.org](http://www.unmict.org)) and forward electronically AS ONE DOCUMENT to the [recruitment@un.org](mailto:recruitment@un.org) in-box. Please indicate the job opening number in the subject line. Applicants may have to sit the United Nations Global General Services Test (GGST) as per OHRM instructions.
- 2) The appointment of the successful candidate will be on a local basis.

### 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.

<p>Special Notice: Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. Appointment against this post is on a local basis.</p>
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PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE AT MIDNIGHT (THE HAGUE TIME) ON THE CLOSING DATE WILL NOT BE ACCEPTED. ONLY THE SELECTED CANDIDATE WILL BE NOTIFIED OF THE OUTCOME.