

United Nations International Residual Mechanism for Criminal Tribunals

Facilities Management Supervisor, G-7

DEADLINE FOR APPLICATIONS	:	10 March 2021
DATE OF ISSUANCE	:	09 February 2021
OFFICE	:	Registry/GSS
LOCATION	:	The Hague
VACANCY ANNOUNCEMENT	:	2021/IRMCT/REG/GSS/078-GS

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

Organizational setting and Reporting:

This position is located in the General Services Section (GSS) under the supervision of the Chief of the General Services Section (GSS).

Responsibilities:

- Supervise the operation, maintenance and repair of all the IRMCT-leased properties in The Hague and the field offices in the former Yugoslavia.
- Manage the daily operation of the main and all back-up systems (e.g. the plumbing, heating, ventilation and air conditioning systems) - ensuring that all technical elements are running smoothly -, the maintenance of the leased grounds and related installations, and all necessary alterations and improvements to the technical systems, services and accommodation, housing and IRMCT's overall operational requirements in the building(s).
- Investigate and conduct surveys of the real-estate market, with due considerations of the IRMCT's operational requirements, as required;
- Perform regular market and industry standard surveys to ensure compliance and best value for money for the IRMCT *vis-à-vis* existing FMU supply and service contracts;
- Review vendors' invoices stemming from FMU contracts and coordinate related service and supply cost recoveries.
- Draft responses to the board of auditors (BOA), Office of Internal Oversight Services (OIOS) and Joint Inspection Unit (JIU) on audit related issues and additional information requests on construction and common services subjects/studies in the JIU work programmes as required.
- Facilitate and manage communication with third parties and local authorities, especially for the purpose of obtaining building, satellite permits and other certificates required by the Dutch authorities concerning fire, safety, health, inspection and system installations standards.
- Manage FMU procurement activities: prepare scopes of work and technical specifications, including engineering drawings, bills of quantity and cost estimates for construction, modification and alterations works, taking into consideration the interpretation of building codes for construction, health and fire safety, as per applicable industry and Dutch standards.
- Liaise with the Security and Safety Section, the Staff Welfare Unit and the Medical Unit for safety and health inspections of and requirements for the premises; report to those Units on health, safety and fire hazards, respectively; and investigate accidents and/or systems malfunctions, and recommend corrections to safety or fire hazards and systems.
- Draft status reports, briefing papers, updates and *ad hoc* reports of the various stages of the planning, design, (re-)construction, environment and safety-related projects as required, whilst communicating the relevant findings, recommendations and analyses to the Chief of Section.
- Draft the work plan of the Unit and facilitate the implementation of the work plan, with due consideration of the required and available resources, and manage the resources.
- Participate in the preparation of the biennial budget and spending of the Unit.
- Supervise and manage all FMU staff.
- Coordinate the facilitation of construction and operational requirements for special events.
- Participate in and provide input to the Project Team and facilitate the building project for the total refurbishment of the main building.
- Any other *ad hoc* duties as required.

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. Demonstrates commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work
 - **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.
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- **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.

QUALIFICATIONS

Education: High school diploma or equivalent. Formal training in building/facilities management is desired.

Experience: Minimum of 10 years relevant experience in facilities management, building management, engineering, architecture or related area; knowledge of UN procurement procedures is highly desirable.

Language: English and French are the working languages of the Mechanism. For this post, fluency in oral and written English is required. Knowledge of Dutch is desirable.

Assessment Method:

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

Special Notice:

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.

The appointment is limited to the Mechanism. 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. Appointments of staff members in the United Nations are subject to the authority of the Secretary-General.

HOW TO APPLY:

NOTE FOR INTERNAL CANDIDATES:

- 1) Staff at the G-6 and G-7 level are eligible to apply; the requirement for one year post occupancy is applicable.
- 2) Interested staff members must complete the UN Personal History Profile (PHP) form obtainable via personal inspira accounts (in PDF format) or the Mechanism website. Please submit all documents including the PHP, a Cover Letter, and the last two e-PAS's ELECTRONICALLY AS ONE DOCUMENT to the recruitmentR@un.org in-box. Please indicate the job opening number in the subject line.
- 3) Applicants may have to sit the United Nations Global General Services Test (GGST) as per OHRM instructions. Evidence of passing the ASAT/GGST is encouraged in order to assess the need for testing.

NOTE FOR EXTERNAL CANDIDATES:

- 1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the Mechanism website (www.irmct.org) and forward electronically AS ONE DOCUMENT to the recruitmentR@un.org in-box. Please indicate the job opening number in the subject line. **Note CVs will not be accepted for this job opening.**
- 2) Applicants may have to sit the United Nations Global General Services Test (GGST) in the duty station as per OHRM instructions. Evidence of passing the ASAT/GGST is encouraged in order to assess the need for testing.
- 3) 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.

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE AT MIDNIGHT (THE HAGUE TIME) ON THE CLOSING DATE WILL NOT BE ACCEPTED.