

UNITED NATIONS INTERNATIONAL RESIDUAL MECHANISM FOR CRIMINAL TRIBUNALS

Associate Facilities Management Officer, P-2

DEADLINE FOR APPLICATIONS	:	09 December 2023
DATE OF ISSUANCE	:	10 November 2023
OFFICE	:	Registry/ General Services Section
LOCATION	:	The Hague
JOB OPENING NUMBER	:	23-FMG-RMT-220778-R-THE HAGUE (R)

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

Organizational setting and Reporting:

Under supervision of the Head of General Service (The Hague), the Associate Facilities Management Officer (The Hague) maintains optimum accommodation, environmental and support service standards within UN guidelines and budgetary constraints. He/she leads the Facilities Management Unit as well as coordinates his work with internal departments and external agencies for provision of services and the business itself.

Responsibilities:

The Associate Facilities Management Officer is responsible for the effective delivery of facilities services for all building users including staff, visitors, detainees, witnesses and contractors and to ensure that the physical environment is fit for purpose in terms of premises, facilities, health & safety, and office accommodation in order to deliver successful staff performance as well as to ensure that the business has the appropriate level of services and support for their operational requirements.

- Supervise Facilities Management Unit's Operations and staff including Contracts Management Assistant, Building Services Assistant (Space planner), 3 technicians and a Service clerk.
- Coordinate the work of external contractors during the year.
- Assist the Head General Services with management of lease agreements and service contracts with external agencies and ensure compliance and high quality of service delivery. Carrying out regular evaluation of suppliers and services provided.
- Assist with the quality control of routine and preventive maintenance of grounds, buildings and equipment assuring amount and quality of the work performed.
- Maintain, Monitor and ensure the functioning of all building systems including mechanical, electrical, HVAC, fire and safety, security and CCTV, plumbing and waste management.
- Draft specifications for projects; estimating costs, materials, labor and supplies; preparing bid specifications for projects, equipment, and contracted services; overseeing site and building projects performed by outside contractors, data collection and management.
- Manage United Nations property under the custody of FMU and ensure compliance with related policy and guidance.
- Provide inputs to a fiscal year unit budget; order equipment and supplies, management of funds and implementation of all mandatory workshops, training and staff developing programs.
- Draft Scopes of Work for new and renewal of existing technical services and contracts and conducting technical evaluations and assisting on site visits for the new potential vendor.
- Supervise the accountable system for effective asset and workflow management.
- Participate in site visits for vendors, project/maintenance meetings.
- Review the upgrade of Security's SOP related to the premises.
- Ensure compliance of building and facilities to all local and international health and safety code and standards.
- Leading and developing team of professionals to provide excellent service to customers with high engagement.

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. 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 organisational 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 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.
-

UNITED NATIONS INTERNATIONAL RESIDUAL MECHANISM FOR CRIMINAL TRIBUNALS

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.

MANAGERIAL COMPETENCIES

- **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 supports creativity and initiative. Actively supports the development and career aspirations of staff. Appraises performance fairly.

QUALIFICATIONS

Education:

Advanced university degree in Engineering , Facilities Management or relates Technical Fields is required.

A first level university degree in Engineering , Facilities Management or relates Technical Fields in combination with two (2) years of qualifying experience may be accepted in lieu of an advanced university degree.

Job Specific Qualifications:

A technical or vocational certificate in design/drafting software AutoCAD, Revit, Sketchup, 3D Max or similar is desirable.

Experience:

A minimum of two (2) years of progressively responsible experience in technical, administrative and supervisory areas in the maintenance and operations of facilities is required.

A minimum of one (1) years of supervisory responsibility is desirable.

Experience in maintenance and refurbishment of premises including HVAC System, fire and safety installations, power and water supply and sanitation is desirable.

Experience in international operations in a post conflict environment is desirable.

Experience in management of real estate assets in ERP system (i.e Umoja) or any other known tool or system is desirable.

Experience in building maintenance contracts management 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. Working knowledge of Dutch is desirable.

Assessment Method:

Evaluation of qualified candidates may include an assessment followed by a competency-based interview.

Special Notice:

*Appointment of the successful candidate to this position will be subject to budgetary approval. Appointment or assignment against this position is for an initial period of one year.

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 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

UNITED NATIONS INTERNATIONAL RESIDUAL MECHANISM FOR CRIMINAL TRIBUNALS

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.

The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

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.

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

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term “sexual exploitation” means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term “sexual abuse” means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term “sexual harassment” means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator’s working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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. The United Nations Secretariat is a non-smoking environment.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, *inspira*. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on “Manuals” hyper-link on the upper right side of the *inspira* account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in *inspira* to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

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>
