

# United Nations International Residual Mechanism for Criminal Tribunals

Facilities Management Assistant, G-4

DEADLINE FOR APPLICATIONS	:	21 December 2023
ISSUANCE	:	22 November 2023
OFFICE	:	Registry/ General Services Section (GSS)
LOCATION	:	The Hague
JOB OPENING NUMBER	:	23-FMG-RMT-222372-R-THE HAGUE (R)

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

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## Organizational setting and Reporting:

The position is in the United Nations International Residual Mechanism for Criminal Tribunals (UN IRMCT), The Hague branch. The Facilities Management Assistant perform the duties under the direct supervision of the Associate Facilities Management Officer and overall supervision of the Head of General Service.

## Responsibilities:

Within delegated authority, the Facilities Management Assistant will be responsible for the following duties:

- Maintenance and Repair- Checks and repairs defective locks, modifies, and adjusts or replaces doors, windows, desks, shelves, metal grills, manhole covers, hinges, hydraulic door closers, filing cabinets, drawers, window stoppers as well as provide maintenance assistance.
- Assembles/installs and distributes desks, cabinets, files and other required furniture.
- Arranges rooms for conferences, plenaries, press conferences and other meetings.
- Builds/dismantles partitions, makes plaster or drywall repairs, and fixes or paints roofs, windows, doors, floors, woodwork, and other parts of building structures.
- Uses common hand and power tools such as screwdrivers, saws, drills, wrenches, and hammers, as well as specialized equipment to repair or replace broken parts and adjusts malfunctioning equipment.
- Monitors the tools/equipment and material inventory and ensures the productive use of the materials.
- Assists in the performance or "troubleshooting" of malfunctioning or inoperative equipment, diagnoses problems and completes repairs as necessary.
- Keeps a log/record of maintenance performed.
- Arranges relocations of staff members including office furniture, equipment and boxes from room to room or into and out of relocations vehicles, including the checking of office furniture and packing of boxes where required and placement of name tags near office doors.
- Escorts and monitors work performed by service providers and contractors.
- Performs any other ad-hoc duties assigned by the Associate Facilities Management officer.

## Core Competencies:

- Professionalism – Knowledge of relevant UN rules, regulations, administrative procedures, policies, and directives, and of inventory and control guidelines, directives and procedures. Knowledge of safety at the workplace is desirable. 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; 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.
- Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- 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.

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## QUALIFICATIONS

**Education:** High school diploma is required.  
Certificate in a technical field is desirable.

**Experience:** At least three (3) years of relevant experience in facility management, building management, construction, administrative services or related area is required.  
Experience in use of computer programs such as MS Word, and Excel is required.  
Working with handheld engineering tools, and workshop bench equipment is required.

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Driving License B is required.

Experience in use of ERP or similar systems (e.g., Umoja) is desirable.

**Language:** English and French are the working languages of the Mechanism. For the post advertised, Good written and spoken English is required. Knowledge of Dutch is desirable.

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

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## Special Notice:

**\*Appointment of the successful candidate to this position will be subject to budgetary approval.**

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.

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.

## 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.

Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process.

By accepting a letter of appointment, staff members are subject to the authority of the Secretary-General, who may assign them to any of the activities or offices of the United Nations in accordance with staff regulation 1.2 (c). Further, staff members in the Professional and higher category up to and including the D-2 level and the Field Service category are normally required to move periodically to discharge functions in different duty stations under conditions established in ST/AI/2023/3 on Mobility, as may be amended or revised. This condition of service applies to all position specific job openings and does not apply to temporary positions.

Applicants are urged to carefully follow all instructions available in the online recruitment platform, inspira, and to refer to the Applicant Guide by clicking on "Manuals" in the "Help" tile of the inspira account-holder homepage.

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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>

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