



UNITED NATIONS SUPPORT OFFICE IN SOMALIA
(UNSOS)

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

DEADLINE FOR APPLICATIONS	:	11 FEBRUARY 2020
DATE OF ISSUANCE	:	13 JANUARY 2020
FUNCTIONAL TITLE	:	FACILITIES MANAGEMENT ASSISTANT
LEVEL	:	GL-5
SECTION	:	PERFORMANCE SECTION
LOCATION	:	MOGADISHU
DURATION OF CONTRACT	:	ONE (01) YEAR FIXED-TERM APPOINTMENT
JOB OPENING NUMBER (INSPIRA)	:	19-FMG-UNSOS-129387

Org. Setting and Reporting

This position is in the United Nations Support Office in Somalia (UNSOS) Property Management Unit, Performance Management Section. The incumbent reports to the Chief Property Management Unit.

Under the direct supervision of the Chief of Unit, the incumbent is responsible for providing administrative and logistical support on the day-to-day operation of the Section, special projects, and on all requests pertaining to physical verification of assets and equipment, updates in the UN ERP System (Umoja), and follow up of discrepancies; monitoring and verifying for payment purposes the receipt and inspection documents; Liaising with Claims for write-off as recommended by the Local Property Survey Board, and with the disposal unit for physical disposal of goods.

Responsibilities

- Providing administrative assistance to Chief of Unit regarding the ongoing projects in the mission.
- Establishing plans for carrying out physical verification as requested, considering manpower, supplies and time required. Distributing the tasks to the different staff and contractors involved.
- Contacting the different offices for supplies and services required. Coordinating between the different resources. Maintaining accurate and auditable records related to physical verification process and in conformance with administrative instructions, guidelines, manuals and Standard Operating Procedures (SOPs).
- Monitoring the ongoing process, and working out the difficulties that might arise along the process.
- Providing logistics support to the Mission Headquarters, Chief of Staff team both military and civilian, on behalf of Property Management Unit.
- Reviewing all incoming requests and deciding on the priority of tasks to be accomplished together with Chief of Unit.
- Checking the areas concerned, and advising the relevant staff to provide the required maintenance.
- Contacting technical units or warehouse staff concerning any outstanding discrepancies, and

monitoring associated reconciliation process. Assisting stakeholders in application of property management policies and procedures to meet organizational standards and goals set up in the Department of Field Support (DFS) Directives, LSD Guidelines and mission's SOPs

- Conducting inspections to ensure requirements are met.
- Drafting the service contracts and ensuring the maximum benefit to the UN.
- Coordinating with the procurement unit in finalizing the contract.
- Reviewing and checking the work provided by the contractors in accordance with the need of the mission. Reviewing areas that need more attention other than the routine daily work for cleaners and advising their foreman on schedules in the cases of meetings, conferences, functions, moving offices or conducting maintenance work in some offices.
- Checking the invoices submitted by the contractors in terms of the work provided in line with the contract, and ensuring accuracy of prices, and availability of funds.
- Signing the correct invoices that services are satisfactorily rendered prior to certifying them by Chief of Section. Providing logistics support to all ongoing daily briefings and conferences in mission HQ.
- Advising IT and Communications on any equipment to be installed, and ensuring proper installation and functionality.

Competencies

PROFESSIONALISM: Proven knowledge of property management support services. Knowledge of International Public Sector Accounting Standards (IPSAS) requirements in relation to fixed assets. Ability to apply conceptual, analytical and evaluative skills in accounting operations. Ability to conduct independent research and analysis, identify issues, formulate options and make conclusions and recommendations. 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 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.

PLANNING AND ORGANIZING: 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.

Education

High school diploma or equivalent is required

Work Experience

A minimum of five (5) years of progressively responsible experience in property management, warehousing, facilities management, building management, engineering, architecture, administrative services or related area is required.

Experience in support services, logistics and supply chain management is desirable.

Experience gained in military or UN peacekeeping field operation is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required.

Assessment

Evaluation of qualified candidates for this position may include a substantive assessment which will be followed by a competency-based interview.

Special Notice

This position is open to Somali Nationals only and does not have International benefits. Female candidates are encouraged to apply.

This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. All staff in the General Service and related categories shall be recruited in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country. A staff member subject to local recruitment shall not be eligible for the allowances or benefits exclusively applicable to international recruitment.

This position is funded for an initial period of one year. Extension of appointment will be subject to budgetary approval. Appointment against this post is on a local basis. The candidate is responsible for any travel expenses incurred in order to assume the appointment. All applicants are strongly encouraged to apply on-line as soon as possible after the job opening has been posted and well before the deadline stated in the job opening.

Interested applicants who are working with UN Contractors must fulfil the obligations of their contracts with the UN Contractors in order to be eligible to apply for this vacancy.

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.

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:

In order to submit an application, you must first register on United Nations website <https://inspira.un.org> (click here to register). After you have registered you will be taken to your Careers Home page, where you will complete your profile and all other information relating to your application.

For more information please refer to Application Guide: <https://careers.un.org>

Please note Curriculum Vitae (CVs) and Resumes will be NOT be accepted.

Only shortlisted candidates will be contacted

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.