



## UNITED NATIONS SUPPORT OFFICE IN SOMALIA (UNSOS)

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

<b>DEADLINE FOR APPLICATIONS:</b>	<b>04 SETEMBER 2016</b>
<b>DATE OF ISSUANCE:</b>	<b>29 AUGUST 2016</b>
<b>FUNCTIONAL TITLE:</b>	<b>FACILITIES MANAGEMENT ASSISTANT</b>
<b>SECTION:</b>	<b>FACILITIES ENVIRONMENT MANAGEMENT SECTION</b>
<b>LOCATION:</b>	<b>MOGADISHU, SOMALIA</b>
<b>TYPE OF CONTRACT:</b>	<b>INDIVIDUAL CONTRACTOR</b>
<b>DURATION OF CONTRACT</b>	<b>1 - 9 MONTHS</b>
<b>VACANCY ANNOUNCEMENT NUMBER:</b>	<b>UNSOS/FEMS /011/2016</b>

### **Special Notice:**

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

### **Organization Setting and Reporting Relationships:**

The position is located in the Facilities Management Section. The incumbent will be reporting to the Facilities Management Officer.

### **Responsibilities**

The Facilities Management Assistant will be responsible for the following duties:

- Carrying today all miscellaneous works which arises in the camp on day today basis.
- Office relocation/movement of furniture.
- Assembling and installation of office furniture.
- Assembling and installation of non-technical office equipment.
- Assembly, installation and distribution of accommodation equipment.
- Collection and distribution of supply items to the accommodation.
- Installation of blinds and curtains.
- Assembling and installation of notice boards and building signs.
- Carry out loading and offloading heavy items which takes place within the camp area.
- Provide assistant for newly arrived staff within the camp.
- Carry out all necessary works to accommodate the clients in newly built facilities.
- Carry out all ground arrangement and preparation for official/special event and high profile events.
- Carry out any other emergency works.

### **Results/Expected Output:**

- Perform and successfully meet the needs and expectation of clients on timely manner.
- To improve and enhance the timely delivery of camp management services to the camp residents and visitors.

**Education:** A High school diploma or related is required. Vocational training in similar is highly desirable.

**Work Experience:** Four (4) years of experience and skills knowledge in joinery and carpentry is required.

**Languages:** English and French are the working languages of the United Nations Secretariat. For this position, fluency in English (both oral and written) is required.

**Assessment:** Evaluation of qualified candidates will include an assessment exercise.

**How to Apply:**

Qualified candidates may submit their applications their United Nations Personal History form (P.11) to the address mentioned below on or before the deadline. including The P.11 is on the <https://unsos.unmissions.org/jobs>. Applications submitted after the deadline **04 September 2016** will not be accepted. CVs will not be accepted.

**Email:** [recruitment-unsoa@un.org](mailto:recruitment-unsoa@un.org)

**Please quote, Vacancy Announcement Number and Functional Title in the subject of the e-mail**

**A copy of P11 to be attached.**

The United Nations shall place 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 DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING).