



**UNITED NATIONS SUPPORT OFFICE IN SOMALIA
(UNSOS)**

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

DEADLINE FOR APPLICATIONS:	25 September 2017
DATE OF ISSUANCE:	19 September 2017
FUNCTIONAL TITLE:	ACCOMMODATION MANAGEMENT AND BOOKING ASSISTANT
SECTION:	FACILITIES & ENVIRONMENTAL MANAGEMENT SECTION
LOCATION:	MOGADISHU, SOMALIA
TYPE OF CONTRACT:	INDIVIDUAL CONTRACTOR (INTERNATIONAL)
DURATION OF CONTRACT	9 MONTHS
VACANCY ANNOUNCEMENT NUMBER:	UNSOS/FEMS-BA/028/2017

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.

Organizational Settings and Reporting Relationships:

This position is located in the United Nations Support Office in Somalia (UNSOS) and is based in Mogadishu. The incumbent will report to the Chief, Client Services, in Facilities Management & Environmental Management Section (FEMS).

Responsibilities:

Within limits of delegated authority, the Accommodation Management and Booking Assistant will carry out for the following duties:

- The management of accommodation and work/act as front office person for incoming and out-going staff members during check-in and check-out processes.
- Validation the accommodation booking based on availability in consultation with key stake holders of the Mission including senior management.
- Facilitate the check-in process for incoming staff members and facilitate their initial movement within the camp.
- Provide weekly accommodation statistics including weekly forecast to the Mission Management.
- Facilitate the Check-out process for outgoing passengers including receiving room keys and ensure all items issued to them are returned.
- Ensure all transit accommodations are cleaned and maintained well for incoming staffs including the senior management rooms.
- Coordinate with other units in FEMS for proper maintenance of accommodations including attending and coordinating repair works in case of emergency.
- Coordinate with other units in FEMS to ensure all new accommodations are furnished and ready for occupation in a timely manner.
- Coordinate and manage the conferences and special events including catering and other requirements.
- Carry out any other tasks assigned by the Chief of FEMS.

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. 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 & 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.

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

QUALIFICATIONS:

Education: High school or equivalent diploma is required. Technical or vocational certificate in at least one of the following areas: business administration, logistics management, inventory management and supply management.

Work Experience: At least five (5) years of progressively responsible experience in camp management/ front office reception/administration, logistics support or related fields, including at least 2 years at the international level. Experience in managing support services in international operations in a post conflict environment is desirable. Knowledge of UN rules, regulations and working practices pertaining to field missions is an advantage.

Languages: English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in oral and written English is required. Knowledge of another UN official languages is an advantage.

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

How to Apply:

Qualified candidates may submit their applications including their United Nations Personal History form (P.11) to the address mentioned below on or before the deadline. The P.11 is on the <https://unsos.unmissions.org/jobs>. Applications submitted after the deadline **25 September 2017** will not be accepted. CVs will not be accepted.

Email: 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).