



UNITED NATIONS PEACEKEEPING FORCE IN CYPRUS
P.O. BOX 25644, 1311 NICOSIA, CYPRUS – TEL: 357-22-614410 FAX: 357-22-614600

Mission Circular No. / 2022-0802

23 September 2022

To: All UNFICYP, OSASG-Cyprus and CMP Personnel

From: Joel Cohen
Chief of Mission Support

Subject: **Job Opening # 190974 – Facilities Management Assistant (G6)**

1. Please find herewith, the details for the following job opening:

Post Title

Facilities Management Assistant G6 JO# 190974

Office/ Section

Engineering Unit

2. Candidates are required to complete their respective Personal History Profile (PHP) in the Inspira Platform (internal candidates should register and log in through <https://inspira.un.org>, while external candidates should register and log in through <https://careers.un.org>) and submit their application through the Inspira platform no later than **20 October 2022**.
3. Applicants are strongly encouraged to follow “Applicant Guide” under the “Manuals” section in Inspira, when completing their Personal History Profile.



UNITED NATIONS PEACEKEEPING FORCE IN CYPRUS

P.O. BOX 25644, 1311 NICOSIA, CYPRUS – TEL: 357-22-614410 FAX: 357-22-614600

23 September 2022

Post Title:	Facilities Management Assistant	Work Base:	UNPA
Office:	Engineering Unit	Category:	General Services
Job Opening#:	190974	Level:	GL6
Duty Station:	Nicosia HQ and Sectors	Deadline:	20 October 2022
Type of Contract:	Fixed-Term		

For further details related to the Job Opening, interested applicants are encouraged to visit the following link:

https://inspira.un.org/psc/UNCAREERS/EMPLOYEE/HRMS/c/UN_CUSTOMIZATIONS.UN_JOB_DETAIL.GBL?Page=UN_JOB_DETAIL&Action=A&SiteId=1&JobOpeningId=190974&PostingSeq=1

Posting Title : FACILITIES MANAGEMENT ASSISTANT, G6
Job Code Title : FACILITIES MANAGEMENT ASSISTANT
Department/ Office : United Nations Peacekeeping Force in Cyprus
Location : NICOSIA
Posting Period : 21 September 2022-20 October 2022
Job Opening number : 22-FMG-UNFICYP-190974-R-NICOSIA (M)
Staffing Exercise : N/A

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

Org. Setting and Reporting

This position is located in United Nations Peacekeeping Force in Cyprus, Nicosia. The incumbent will report to Senior Engineering Assistant or his/her designated.

Responsibilities

- Plans, schedules, and supervises construction, repair, maintenance and installation of conventional buildings, temporary buildings, infrastructure, sites, and premises including grounds in the mission area.
- Plans, schedules, supervises, and coordinates maintenance services of installations, systems, and equipment throughout the buildings.
- Receives, analyses and reviews service requests, including installations of equipment; determines priority of work, plans, and prepares work orders, assigns work, and follows up on service complaints. Coordinates with requesting departments in case of changes in requirements and suggests alternatives or interim solutions. Trains users on equipment installed.
- Carries out technical assessments of existing buildings and infrastructure.
- Assists the supervisor in preparing draft proposals for construction and alterations work including preparation of construction drawings, technical specifications, bills of quantity and cost estimates.
- Conducts technical reviews of offers submitted and studies drawings and sketches for review and discussion to determine extent of work required; presents alternatives as solution of problems. Accompanies all contractors to job locations, clarifies drawings and specifications after contract has been awarded to successful contractor.

- Supervises and coordinates with contractors performing construction and alteration work to ensure that quality of services performed by the contractors is in accordance with set terms and conditions, codes and standards, health and safety regulations and objectives. Does final inspection, supervises the commissioning of the work, claim operation manuals and shop drawings for files, and informs supervisor of completion of work.
- Prepares and writes requisitions for purchase of equipment, material, spares, etc.; reviews and evaluates offers and coordinates with procurement unit.
- Provides support services to conferences and meetings, sessions, language examinations in coordination with Conference Services and other requesting departments and maintains liaison with focal points.
- Participates in the preparation of cost estimates and spending plan related to the Unit accounts. Prepares yearly budget estimates and monthly tables of prorated charges for common services, and monthly/yearly consumption and expenditure tables as well as charts of general operating expenses.
- Suggests ways to institute control and methods to improve service and reduce cost for the field mission.
- Coordinates investigation on safety and fire hazard situations associated with installation done by the Unit.
- Performs other duties as required.

Competencies

Professionalism: Professionalism: Knowledge of the Organization's rules and regulations as they pertain to building management and of industry codes and standards. Ability to read and interpret architectural floor plans. 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 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.

Accountability: Takes ownership of all responsibilities and honours commitments. Delivers outputs for which one has responsibility within prescribed time, cost and quality standards. Operates in compliance with organizational regulations and rules. Supports subordinates, provides oversight and takes responsibility for delegated assignments. Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Education

High school diploma or equivalent is required.

Job Specific Qualifications**Work Experience**

A minimum of seven (7) years of progressively responsible experience in facilities management, building management, engineering, architecture, administrative services, or related area is required.

Experience working in an international environment is desirable.

Languages

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

Assessment

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

Special Notice

Applicants in the General Service category shall meet the relevant employment requirements of the host country (Republic of Cyprus), including fulfilling visa or work permit stipulations.

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.

At the United Nations, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of

qualifications and organizational needs. 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.

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.

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.