



Title: Facility Management Assistant
Domain: Administrative Office
Post Number: TBD
Grade: G5
Organizational Unit: IICBA/UNESCO
Primary Location: Addis Ababa, Ethiopia
Type of contract: Project Appointment
Recruitment open to: Internal and external candidates
Annual salary: As per UN salary scale
Deadline (midnight, Ethiopia time): 19th November 2019
Application to be sent to: i.recruitment@unesco.org(UNESCO CV with cover letter)

Overview of the Office:

The UNESCO International Institute for Capacity Building in Africa (IICBA) is a Category I Institute established by the UNESCO General Conference in 1999, mandated to strengthen teacher policy and development in Africa.

Under the overall authority of the Head of Office and the direct supervision of the Finance and Administrative Officer, the incumbent will act as the Office Facility Management Assistant to ensure the functional needs of office in terms of the building, maintenance, space and equipment are well addressed. These include and are not limited to:

Responsibilities:

- Supervise General maintenance and repair of all sub- office facilities, including preventive maintenance and establish maintenance agreements with competent service providers when it is feasible and determined to be cost – effective;
- Verify all office furniture and equipment are kept/stored in good conditions and responsible for rearrangement of office layout as needed;
- Manage all issues related to cleaners in all IICBA/UNESCO offices facilities, ensuring the office facilities are maintained at high levels. Ensure that the cafeteria sub contracted service providers, keeps the eating area cleaner at all times;
- In coordination with Admin, ensure sufficient stock of office drinking water and initiating timely supply and delivery, including updating the stock;
- Prepare casual labour payment and all contractual monthly payment request (PR) and follow up with Admin unit;

- Supervision, coordinating and monitoring the work of the General maintenance staff and follow up on maintenance agreements with service providers;
- Determines appropriate space allocation required in order to meet the requests of the requesting department in terms of meeting room, workstations, equipment, etc;
- Prepares space layouts showing arrangement of rooms and equipment;
- Prepares presentation of proposals for efficient space distribution to the department and the executive office for approval;
- Coordinates office moves: sets up moving schedules, issues moving work-orders, inform security, transportation and elevator services of these moves;
- Supervises the commissioning of the work and testing of any new systems, if necessary, in coordination with Safety & Security;
- Compiles documentary evidence on accidents and report on incidents as appropriate;
- Ensures that projects meet safety and security standards by reviewing them with designated Safety and Security officials;
- Reviews proposals and coordinate implementation of for rental/lease in accordance UNESCO Rules and Regulations;
- Review proposal for construction of new facilities to ensure conformity with approved space standards, building construction guidelines and legislative policies/recommendations and draft comments/recommendations;
- Liaises with Local Security Agent, Safety and other Security Units for safety inspections of premises; reports and investigates accidents and recommends correction of safety or fire hazards;
- Ensure the payment for the utility bill, cleaning and security service is paid on timely manner;
- Perform other duties related to asset, logistics and warehousing as needed

A successful candidate will be required to demonstrate the following competencies:

Core Competencies:

- Accountability
- Communication
- Teamwork
- Innovation
- Result focus
- Planning and organizing
- Knowledge sharing and continuous improvement

For detailed information, please consult the UNESCO Competency Framework:
https://en.unesco.org/sites/default/files/competency_framework_e.pdf?language=en

Work implies frequent interaction with the following:

Staff within own unit and across the Organization

Suppliers

Contractors

Safety and Security

SKILLS/COMPETENCIES:

- Excellent interpersonal and communication skills;
- Excellent drafting skills in English;
- Excellent organizational and coordination skills;
- Good time management skills;
- Ability to work under pressure, to deal with complex situations and flexibility to adjust work schedules and priorities;
- Sense of diplomacy and professional integrity;
- Discretion and capacity to deal efficiently and tactfully with people of different cultural backgrounds;
- Excellent IT skills (Word, Excel, Outlook, PowerPoint, etc.).

Qualifications:

Essential:

BA/BSC Degree or equivalent in Facilities Management or any other related field.

Desirable:

Experience in facilities management, building management, engineering, architecture, administrative services or related area.

Have passed the United Nations Administrative Support Assessment Test (ASAT) at Headquarters or an equivalent locally administered test at Offices Away from Headquarter.

Experience:

A minimum of five years of progressive work experience in facilities management, construction project planning management, building management, engineering, architecture or related areas is required. Preference will be given to candidates with experience in architectural projects.

Language:

Fluent in both written and oral English,
Fluency in at least one of the local languages.

BENEFITS AND ENTITLEMENTS:

UNESCO's salaries are paid in local currency. Other benefits include 30 days annual leave per annum, medical insurance and pension plan. Please note that UNESCO is a non-smoking organization.

HOW TO APPLY

To apply, please send your application letter and [UNESCO CV](#) in English by email:
i.recruitment@unesco.org

Application files will have to reach UNESCO by mid night 19th November 2019 (Ethiopian time). Please label the subject line "*Facility Management Assistant G-5*".

Only candidates of Ethiopian citizen with authorization to work in the country are eligible to apply.

UNESCO is committed to promote Gender Equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply. Persons with disabilities are equally encouraged to apply.

UNESCO DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.