
MISSION IN COLOMBIA JOB OPENING

Internal / External

Job Title & Level:	FACILITIES MANAGEMENT OFFICER, NO-C
Department/Office:	UN VERIFICATION MISSION IN COLOMBIA / ENGINEERING UNIT
Location:	BOGOTA, COLOMBIA
Posting Period:	January 23 – February 9 2018
Job Opening Number:	MC-NJO-2018-004

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

IMPORTANT NOTE:

In order to implement the United Nations System-wide Gender Parity Strategy, for this job opening preference will be given to equally qualified female candidates

The Human Resources Section invites all interested and qualified candidates to apply for the announced position. All interested candidates should submit their applications (Personal History Profile - P11) and copies of their educational certificates to the Recruitment Unit via email: MCrecruitment@un.org.

Please be advised that only applications made via the UN P11 form will be reviewed. Kindly ensure that you include the job opening number of the above position in your e-mail application. Acknowledgment will be sent to short listed candidates only. Please also be advised that only Colombian Nationals are eligible to apply for National Job Openings.

Organizational Setting and Reporting

This position is located in the Engineering Unit (EU) located at the UNVMC office in Bogotá within the Mission Support Structure.

The Facilities Manager will report to the Chief Engineer (CE).

Responsibilities:

Under the overall direction of the CE and within limits of delegated authority, the Facilities Manager will be responsible for the following duties:

General:

- Coordinates construction, repair, maintenance and installation of conventional buildings, temporary buildings, infrastructure and sites and premises including grounds in the mission area;
- Coordinates maintenance services of installations, systems and equipment throughout the buildings;
- Plans construction and renovation projects, including conceptual design, identification of design parameters, analysis of functional/special needs and recommendations on alternative solutions;
- Reviews contractors' invoices and assists with cost recovery as required;
- Prepares scopes of work and technical specifications including engineering drawings, bill of quantity and cost estimates for construction/modification/alteration works taking into consideration the interpretation of building codes for construction, health and fire safety;
- Carries-out technical evaluation of offers and, after contract has been awarded to successful contractor, supervises coordinates and monitors implementation of contract and progress of work to ensure compliance with drawings and specifications and determines justification for technical changes to the contract and prepare progress reports;
- Assists in developing standards for existing and future facilities and guidelines for the on-going management of buildings;
- Liaises with Safety and Security for safety inspections of premises; reports and investigates accidents and recommends correction of safety or fire hazards;
- Assists in identifying common issues and best practices, making strategic recommendations and developing a plan to achieve objectives and increase efficiency;
- Drafts responses to the board of auditors, OIOS and Joint Inspection Unit (JIU) on audit-related issues and additional information requests on construction and common service subjects/studies in the JIU work programmes as required. Monitors the implementation of internal and

external audit recommendations;

- Drafts status reports, briefing papers, updates and ad-hoc reports on status of the various stages of the planning, design, construction, environment, safety-related projects and common-service aspects of the programme as required, communicating findings, recommendations, analysis and concepts to the Chief of Unit/Section as appropriate.;
- Reviews proposals for rental/lease or construction of new facilities to ensure conformity with approved space standards, building construction guidelines and legislative policies/recommendations and draft comments/recommendations;
- Assists in the implementation of work plan of the Unit/Section and in managing the resources, and participates in the preparation of biennial budget and spending plan of the Unit/Section. Supervises general service staff of the Unit/Section;
- Coordinates specialized needs for special events or special construction and operational issues;
- Performs other duties as required.

Competencies:

Professionalism:

Knowledge of the Organization's rules and regulations as they pertain to building management and of industry codes and standards. Knowledge of the Organization's financial rules and regulations, as well as budgetary, administrative procedures, policies and directives. 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.

Communication:

- Speaks and writes clearly and effectively
- Listens to others, correctly interprets messages from others and responds appropriately

- Asks questions to clarify, and exhibits interest in having two-way communication
- Tailors language, tone, style and format to match the audience
- Demonstrates openness in sharing information and keeping people informed

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

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

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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.

Creativity

- Actively seeks to improve programmes or services, offers new and different options to solve problems or meet client needs
- Promotes and persuades others to consider new ideas
- Takes calculated risks on new and unusual ideas; thinks "outside the box"
- Takes an interest in new ideas and new ways of doing things

- Is not bound by current thinking or traditional approaches

Education:

Advanced university degree (Master's degree or equivalent) in Construction, Civil or Electrical Engineering, or related field. A first-level university degree in combination with an additional two (2) years qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience:

A minimum of five years of progressively responsible experience in Engineering and Project Management is required. Previous work experience with a high scale project like a major construction or a refurbishment is desired. Experience in administration is an asset.

Languages

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

United Nations Considerations

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

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. (Charter of the United Nations – Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.