UNITED NATIONS
ECONOMIC COMMISSION FOR AFRICA

Ref.: HRSS/12/01/0151

TEMPORARY VACANCY ANNOUNCEMENT

P-4	**Chief, Facilities Management Section**
TVA Grade Level	Functional Title

Economic Commission for Africa / Facilities Management Section/ Division of Administration
Department/Office/Division

Facilities Management Section (FMS)
Occupational Group

P3 and P4	**10/02/2012**
Open to (Current Grade of Applicant)	Deadline (DD/MM/YYYY)

Service/Section	**FMS/DoA**	Estimated Starting Date	**Immediately**
Duty Station	**Addis Ababa**	Possibility of Extension	**YES**
Duration	**Six Months**	Open to External Candidates?	**YES**

DUTIES AND RESPONSIBLITIES

This post is located in the Facilities Management Section of the Division of Administration of the Economic Commission for Africa (ECA). The Chief of Facilities Management Section reports directly to the Director of the Division of Administration.

Under the overall direction of the Director of the Division of Administration and within limits of delegated authority, the Chief of Facilities Management Section will be responsible for the maintenance and operation of the United Nations Economic Commission for Africa (UNECA) facilities, including all mechanical facilities, utilities, operation of all equipment, grounds maintenance, electrical maintenance, elevator maintenance and upgrade, cleaning and other maintenance contractual services, supervision of UN maintenance (within the air conditioning, carpet, carpentry, upholstery, sign/paint, garden, general custodial, general maintenance, plumbing, machine and hardware shops as well as the stock room and compressor room), office and outside construction staff. The incumbent also oversees the maintenance and operation of the outside rented premises.

COMPETENCIES

Professionalism: demonstrated professional competence and in-depth knowledge of the functioning and running of maintenance and operation of large facilities; shows proven understanding of technical, supervisory, human resources, procurement, finance, budget and accounting functions relating to these functions; demonstrated very good analytical skills and experience in handling complex organizational issues at the international level.

Planning and organizing: develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments.

Communication: Excellent communications skills (oral, written and presentational); proven ability to defend and explain difficult issues and positions to staff including senior officials; demonstrated very good negotiating skills.

Client Orientation: Establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions. - Technological awareness: Keeps abreast of available technology that relates to maintenance and operations of large facilities, and actively seeks to apply technology to appropriate tasks.

QUALIFICATIONS

Education

Advanced university degree (Master's degree or equivalent) in Civil, Mechanical or Electrical Engineering. A first-level university degree with a relevant combination of academic qualifications and experience in the maintenance and operations of large facilities may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of seven years of progressively responsible technical, administrative and supervisory experience in the maintenance and operation of large multi-use facilities equivalent to the UN complex, experience in managing major alteration and improvements project related to conference facilities, multi - storey structures, and disability access, including project planning, analysis and budgeting. This experience should include managing and directing a large number of buildings trades staff comprising of HVAC (heating, ventilation, air conditioning), electrical, cleaning, plumbing, carpentry, upholstery, painting, gardening, elevator and general maintenance.

Languages

English and French are the working languages of the United Nations Secretariat. For this post, fluency in written and spoken English is essential. Knowledge of another official UN language is desirable.

DOCUMENTS REQUIRED:	
1.	**Cover Letter**
2.	**Personal History Profile (PHP)**
3.	**Signed PAS (Period: 2009-1010 or latest available)**
4.	**Other Supportive Documents**

ALL SUBMISSIONS TO BE SENT TO:		
Contact Name:	**Mr. Amareswara Rao, Chief** **Human Resources Services Section**	**RecruitmentPPost@uneca.org**
cc:	**Mr. Samson Ijjigu,** **Human Resource Assistant, HRSS**	**RecruitmentPPost@uneca.org**

Note:

The selection for this position is for a limited period and has no bearing on the future incumbency of the post.

For information on the provision for special post allowance, please refer to ST/AI/1999/17.

Please note that applications received after the deadline will not be accepted.