



Operational excellence for results that matter

UNOPS helps its partners in the United Nations system meet the world's needs for building peace, recovering from disaster, and creating sustainable development. UNOPS is known for its ability to implement complex projects in all types of environments around the globe. In an effort to promote organizational excellence, UNOPS seeks highly qualified individuals for the following position:

Vacancy Details

Vacancy code: 2016-UNOPS/ECR-RSPC-VA-001
Post Title: Facility Technical Worker – retainer position
Post Level: LICA, Level 1
Org Unit: ECR, RSPC, Serbia
Duty Station (DS): Belgrade, Serbia
Duration: Up to 170 work days in period of one year
Closing Date: 25 October 2016

1. Project(s) Background

The United Nations Office for Project Services (UNOPS) mission is to serve people in need by expanding the ability of the United Nations, governments and other partners to manage projects, infrastructure, and procurement in a sustainable and efficient manner. UNOPS provides its partners with advisory, implementation and transactional services and its focus is always on developing national capacity. It is the first organisation in the world that was awarded four most prestigious accreditations for the project management, and it incorporates global best practices such as PRINCE2®. For its approach to project management and consistent quality UNOPS received ISO 9001 certification in 2011.

In Serbia, UNOPS has been active since 2000, and it established the Serbia Project Centre (RSPC) in 2013. UNOPS Serbia has been a reliable partner of the Government of the Republic of Serbia in providing support for demanding socio- economic reforms, and facilitation of European Union integrations. All UNOPS Serbia projects promote human rights protection, good governance and gender equality.

Currently, the RSPC is implementing eight projects, in the areas of: rehabilitation of the damage incurred during May 2014 floods in Serbia, sustainable municipal development, creating more favourable environment for employability, business and infrastructure growth, enhanced good governance, social inclusion including durable housing solutions for the most vulnerable population and their access to health, education and jobs.

2. Duties and Responsibilities

Purpose and Scope of Assignment

Under the guidance and supervision of Administrative Associate, the Facility Technical Worker will perform routine preventative security and maintenance procedures and repair works on office building and utility systems.

In particular, the Facility Technical Worker is responsible to:

- Perform inspection of the premises and ensure that any hazardous conditions are immediately taken care of.
- Performs routine, repetitive daily inspection and reports maintenance necessary to building exterior/interior.
- Perform basic building maintenance trades such as carpentry, painting, electrical, plumbing, locksmith and mechanics.
- Ensure proper repair of desks, tables, chairs and other furniture in the organization to ensure comfort of staff and visitors.

- Inspect equipment such as refrigerators and air conditioners from time to time for proper cleaning, speed, temperature and adequate lubrication.
- During heating season, operate heating system ensuring optimal temperature during working hours.
- Clean snow from the entrance to ensure smooth access to the building for the staff and vehicles
- Perform inspection of smoke detectors and emergency alarms and other appliances that are used to call out for help in cases of emergency. Change batteries as appropriate.
- Check and ensure that electrical wiring and associated devices such as switches, meters and light fittings used in the building are functional and replace them in case of minor malfunctioning.
- Perform minor maintenance on sanitary and mechanical systems of the building.
- Move furniture and equipment upon instruction.
- Inspect windows and doors to ensure locks are in place and working.
- Facilitate access to cleaning services and ensure that scheduled works have been done by service provider uninterruptedly.
- Check building at the end of the shift and set the alarm in armed mode.
- If required park and/or re-park vehicles in the underground garage or driveway.
- Answer telephone calls to take messages and provide information as appropriate during non-business hours or when switchboard is closed

Perform other duties as may be reasonably required and in line with the incumbent's scope of services above.

At the request of UNOPS Serbia Project Centre (RSPC) Manager, and as may be reasonably required, provide support to RSPC activities in line with the scope of the services of this ToR, in order to promote the common objectives of the RSPC and donors of its projects.

3. Required Selection Criteria

a. Education

- Secondary school diploma is required

b. Work Experience

- Minimum one year of relevant experience in equipment maintaining and repair is required

c. Language Requirements

- Native Serbian speaker and basic knowledge of English language is required

d. Driving license

- Driving license is required

e. Key Competencies

- Knowledge of general and preventative maintenance procedures aimed at handling both buildings' and grounds' maintenance
- Proven knowledge of inspecting buildings for faults or signs of malfunctioning
- Proven skills in mechanical and electrical repairing tasks
- Strong background in handling maintenance in a manner conducive to safe practices
- Good communication skills
- Solution oriented
- Ability to adhere to work assignments and meet designated deadlines
- Demonstrated adherence to UN core values

Submission of Applications

Qualified candidates may submit their application, including a Letter of Interest, Curriculum Vitae and updated United Nations Personal History Form (P.11) to UNOPS via email to:

srpc.vacancies@unops.org.

Kindly indicate the vacancy number and the post title in the subject line.

This is a local position, it is therefore open to Nationals of Serbia and to individuals who have a valid residence/work permit.

Additional Considerations

- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.
- Qualified female candidates are strongly encouraged to apply.
- The incumbent is responsible to abide by security policies, administrative instructions, plans and procedures of the UN Security Management System and that of UNOPS.

It is the policy of UNOPS to conduct background checks on all potential recruits/interns. Recruitment/internship in UNOPS is contingent on the results of such checks.

For more information on UNOPS, please visit the UNOPS website at www.unops.org