

**United Nations Mission in Liberia
(UNMIL)**

Advertisement - Vacancy Announcement- Internal/External

Vacancy#: UNMIL-SUB-CSD-ENG-17-016	Deadline: 23 January 2017
Post Title: Facilities Management Assistant (One Position)	Level: ICs
Organizational Unit: Engineering Section	Location: Monrovia and Sectors
Initial Appointment: Initial Six (6) Month subject to funding of the post and satisfactory performance.	IMIS Post#:
	Indicative Minimum Annual Gross Salary: USD
UNMIL invites qualified external/internal applicants to apply for the position highlighted above. Applicants are requested to complete form P.11 available at UNMIL Human Resources Section and attach copies of the following: Proof of Liberian nationality (Birth certificate/ Passports), educational certificates and reference letters from previous employers. Incomplete P.11 forms will not be processed. Please note that you can also apply by email to unmilrecruitment@un.org . Kindly note that applications upon receipt will be reviewed and only short-listed candidates will receive acknowledgement.	

Description of Main Duties:

Under the direct supervision of the Unit Chief/Sector Engineer and the overall supervision of the Chief Engineer and with specific instruction, the incumbent will perform as follows:

- Assist with basic facilities such as running water and electricity.
- Assist in the maintenance of running machineries such as generators, air conditioners etc.
- Preparation of bills of quantities for construction projects and maintenance works.
- Reporting on work progress/delays.
- Reports on the construction projects, maintenance tasks.
- Quick and rapid response to requests for service(s), identify and prioritize needs and ensure appropriate action, inform client on progress and status of requests.
- Repair electronic equipment, television, DSTV, etc
- Keeps on standby duties on rotation after normal working hours, during weekends and holidays;
- Perform any other duty as may be assigned by Unit Chief/Sector Engineer.

Profile Requirements:

a) Qualifications, skills, experience:

- Education:** A minimum education to read and write;
- Experience:** A minimum of 1 year practical experience in installations with the trouble shooting of the control wiring circuit.
- Languages:** Ability in spoken and written English is a requirement;

b) Competencies and values:

- Planning and Organizing:** Ability to manage a large volume of work in an efficient and timely manner, ability to work under pressure, with conflicting deadlines.
- Teamwork and respect for diversity:** Ability to establish and maintain effective partnerships and respect for diversity and gender;
- Communication:** Proven interpersonal skills; good spoken and written communication skills.

Preference will be given to equally qualified women candidates.
Completed detailed applications documentation as specified above referring to
Vacancy# UNMIL-SUB-CSD-ENG-17 - should be forwarded to the attention of:
Human Resources Management Section, UNMIL Logistic Base, Star Base, Monrovia