LBRR000161--FACILITIES MANAGEMENT ASSISTANT

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers. In most cultures, volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UN Volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies, and local communities. In all assignments, UN Volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UN Volunteers even more rewarding and productive.

General Information

Country of Assignment: Liberia
Host Institute: United Nations Development Programme
Volunteer Category: International Specialist
Number of Volunteer: 1
Duration: until 31-12-2020
Possibility of Extension: Yes
Expected Starting Date: 01-05-2020
Duty Station: Monrovia [LBR]
Assignment Place: Non-Family Duty station

Living Conditions

Liberia is a post conflict country. There is a lack of infrastructure, such as running water, electricity, and sanitation. The UNV Field Unit Liberia provides a temporary accommodation for all new arriving UN Volunteers in a MORSS (minimum operating residential security standards) compliance hotel located in Congo Town at US$ 20/night. The hotel has all the basic facilities.

The country is generally safer, with the exception of petty crimes especially in the cities. It is mandatory to complete the following United Nations courses: Basic Security in the Field and Advance Security in the Field. The current UN security level for Liberia is Level 2. Upon arrival in the country, all UN staff receive a security briefing from UNDSS.
The US dollar is widely used and can be exchanged with the Liberian Dollar (exchange rate as of December 2019: 1 US$ = 200 Liberian Dollar). Credit cards and travelers checks are not commonly accepted. There are several cash machines/ATMs in Liberia.

In making a selection of things to bring, take in consideration that Liberia can get hot and humid. It is therefore advised to come with light clothing that is easy to wash (some accommodations do not have facility for washing machines).

Mobile phones (GSM) work in Liberia. Any Liberian sim card can be brought in several locations in Monrovia for US$ 5.

In Monrovia, apartment-type accommodation can be found in areas such as Mamba Point. These are of various standards and usually come furnished with water and electricity and security guards, in compliance with UN security requirements. Prices are negotiable. There are other areas for residence such as Sinkor and Congo Town. In the latter area, rent would generally be less expensive. Private accommodation possibilities are limited and getting a house according to the security measures can take about 2 or 4 weeks.

UN system in Liberia has put in place solid mechanisms for prevention and protection against potential risk related to Ebola outbreak. In the month of January 2018, several cases of Neisseria meningitides, a type of bacteria that is associated with meningitis outbreaks, were found in Liberia, though public health actions have been intensified to stop Meningitis transmission in the country.

Liberia is a unique country and UN is a unique operation in this country. It provides for an interesting and enriching environment, but also requires a mature level of cultural awareness, as well as more stamina and commitment than elsewhere to make life comfortable and affordable. Therefore, flexibility and the ability and willingness to live and work in harsh and potentially hazardous conditions, involving physical hardship and little comfort, are essential.

Assignment Details

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<tr>
<th>Assignment Title</th>
<th>FACILITIES MANAGEMENT ASSISTANT</th>
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UNDP is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in some 170 countries and territories, working with them on their own solutions to global and national development challenges. As they develop local capacity, they draw on the people of UNDP and our wide range of partners. UNDP has been working in Liberia since 1977 in peace and in crisis times. UNDP is committed to helping Liberia achieve the Sustainable Development Goals (SDGs) as well as the country’s national development priorities set out in the National Vision 2030.
This project is aimed to bring all UN Agencies, Funds and Programmes in Liberia to co-locate in one shared premises, or a ONE UN House for efficiency and effectiveness.

The specific objectives include:

- Integrated UN approach in working together by sharing the same building, and speed up harmonized business processes and boost overall service delivery to Government;

- Reduced operational costs by eliminating redundant rent and building maintenance costs, by leveraging volumes that increase UN bargaining power with service providers and ensure quality of service (security, communication, fuel, transport, etc);

- Articulation of a clear message to the public about the continuous UN presence in the country after UNMIL withdrawal and in the process, counter the general notion that the withdrawal of UNMIL means the closure of UN operations in Liberia.

Sustainable Development Goals  16. Peace, Justice and Strong Institutions

Task description

Under the direct supervision of the One UN House Manager, the Facilities Management Assistant will undertake the following tasks:

- Supervise maintenance of all One UN House building facilities;
- Plan, design, supervise and coordinate small/medium construction projects in One UN House;
- Supervise all assigned building maintenance, construction and engineering job requests and ensure the availability of resources to deliver quality services. Those works include: all carpentry, plumbing, masonry, sign making, and painting works done to One UN House facilities;
- Perform regular building inspections of all One UN House building facilities and prepare reports on repairs done and resources needed to carry out maintenance/repair work;
- Supervise the works assigned to the outsourced maintenance contractors to ensure efficiency and coordinate with the contractor’s staff to maximize productivity;
- Coordinate with other BFMU team to ensure that all necessary repairs and alteration of One UN House facilities are completed within a specified time frame;
- Prepare necessary work and maintenance schedules, spreadsheets and presentations required during the work;
- Prepare scope of works for maintenance projects, minor engineering projects and service contracts;
- Prepare and process requisitions for supply of tools, engineering materials / spares for building management staff and maintenance of One UN House facilities;
- Maintain inventory list of assets/items related to building maintenance always updated;
- Carry out technical evaluations for requisitioned materials for maintenance works and service contracts;
- Coordinate space allocation and relocation in ONE UN House and make required changes and updates in shared space plan;
Facilitate timely provision and preparation of space/rooms/venues for meetings, workshops and official functions; coordinate with focal persons in order to provide requirements for the functions;

Supervise implementation of the services contracts/LTAs of the ONE UN House related to services contracts and LTAs falling under his domain such as: fumigation, cleaning/housekeeping, firefighting system, gardening and garbage collection/removal;

Plan and supervise quarterly disposal / removal of damaged items from One UN House.

Monitor cleanliness of the One UN House facilities, and promptly handle any deviations from the set requirements with the cleaning contractor.

Effectively attend all incoming Service Requests and report back to the requestors; Maintain written records of SR completed, being part of monthly SR report.

Coordinate substantive administrative activities related to his/her functional area;

Raise requisitions, certify works completion, perform R&I function and initiate Payment Requests for the works completed for building management domain of One Un House.

Maintain and monitor the status list of POs and Shopping Letters attributed to the building management area;

Process all petty cash purchases, as directed by the One UN House Manager;

Ensure effective supervision, guidance and training of staff;

Develop and maintain procedures (e.g. internal reporting) and operational arrangements;

Deputize for other BFMU staff during periods of their leave or unplanned absence;

Promote health and safety awareness amongst all unit staff, implement safety control measures to all staff, provide safety equipment and gear to all unit tradesmen;

Perform any other related tasks as may be required and assigned by ONE UN House Manager.

Furthermore, UN Volunteers are required to:

- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark International Volunteer Day)
- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country
- Provide annual and end of assignment reports on UN Volunteer actions, results and opportunities using UNV’s Volunteer Reporting Application
- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.
- Assist with the UNV Buddy Programme for newly-arrived UN Volunteers
- Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

Results/Expected Outputs

- Records kept in well organized and clear manner within the organized file system;
- Duties accomplished successfully with minimum input from the supervisor;
- All assigned engineering job requests and stock of materials/equipment needed to accomplish tasks are managed and available;
- Smooth coordination with UNDP, OMT and UNCT and all necessary repairs and alteration of One UN House facilities are completed within a specified time frame;
- Positive acknowledgements received from clients when tasks / jobs are completed;
Effective training is provided to all staff under supervision and all staff abide by staff rules and regulations;
High-quality information, analysis and advice provided to management through accurate and timely advice on risks and precautions to be taken to avoid break down or failure in the installations and equipment;
Capacity building documented;
The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, including Implementing Partners (IPs);
Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment;
A final statement of achievements towards volunteerism for peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.

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Qualifications/Requirements

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<th>Required Degree Level</th>
<th>Bachelor degree or equivalent</th>
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<td>Education - Additional Comments</td>
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<td>Required experience</td>
<td>60 months</td>
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<td>Experience Remark</td>
<td>1. Education, qualifications, skills, experience, areas of expertise:</td>
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- At least 5 years of professional work experience at the national and/or international level in facilities management & civil engineering or other relevant areas;
- Experience with UN is an asset, as is experience working with other international development organization;
- Excellent oral and written skills; excellent drafting, formulation, reporting skills;
- Accuracy and professionalism in document production and editing;
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels; familiarity with tools and approaches of communications for development;
- Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel;
- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment;
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;
- Sound security awareness;

Language
- English (Mandatory), Level - Fluent

Area of Expertise
- Facility, camp and compound maintenance and management Mandatory
- Other premises management/maintenance, supply, or purchasing related experience Mandatory
- Civil engineering and construction supervision Mandatory

Area of Expertise Requirement

Need Driving Licence: Yes

Competencies & Values
- Adaptability and Flexibility
- Commitment to Continuous Learning
- Communication
- Integrity
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Working in Teams

Conditions of Service and other information

Condition of Service: Click here to view Conditions of Service

Conditions of Service for International Specialist:

The contract lasts for the period indicated above with possibility of extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

A UN Volunteer receives a Volunteer Living Allowance (VLA) which is composed of the Monthly Living
Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US$ 1,631. The VLA base rate is a global rate across the world, while the PAM is duty station/country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website http://icsc.un.org.

For UN Volunteer entitlements, kindly refer to the link https://vmam.unv.org/calculator/entitlements

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis.

Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and in the event of a permanent reassignment to another duty station.

UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).

UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for periodic home visit and for the final repatriation travel (if applicable). Resettlement allowance is paid for satisfactory service at the end of the assignment.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

Supervision, induction and duty of care of UN Volunteers

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

- Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;
- Support with arrival administration including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;

- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;

- Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment including a host entity email address;

- Access to shared host entity corporate knowledge, training and learning;

- Inclusion of the volunteer in emergency procedures such as evacuations;

- Leave management;

- DSA for official travel, when applicable;

- All changes in the Description of Assignment occurring between recruitment and arrival or during the assignment need to be formalized with the United Nations Volunteer Programme.

Application Code LBRR000161-5988

Application procedure

* Not yet registered in the UNV Talent Pool?

Please first register your profile at https://vmam.unv.org/candidate/signup. Important: After creating your account, complete all sections of your profile and submit it. Then go to ‘My Page’ at https://vmam.unv.org/candidate/mypage and click on the ‘Special Calls’ hyperlink. Lastly, select the special call to which you would like to apply.

* Already registered in the UNV Talent Pool?

Please first update your profile at https://vmam.unv.org/candidate/profile. Then go to ‘My Page’ at https://vmam.unv.org/candidate/mypage and click on the ‘Special Calls’ hyperlink to select the special call to which you would like to apply.

Application deadline: 12-01-2020

doa.apply_url https://vmam.unv.org//candidate/show-doa/TEJSUjAwMDE2MQ==

Disclaimer

United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.