



**INDIVIDUAL CONTRACTOR (IC) VACANCY FOR
FACILITITES MANAGEMENT ASSISTANT
UNSMIL-GS4-IC004/2021**

Title:	Facilities Management Assistant
Level/type:	GS-4 / Individual Contractor (IC)
Duty Station:	Tripoli, Libya
Section:	Engineering and Facilities Management, Mission Support Service (MSS)
Number of Positions	1
Date of Issue:	27 September 2021
Deadline for applications:	05 October 2021

Women candidates are strongly encouraged to apply to the mentioned position

HOW TO APPLY:

STEP 1: INTERESTED APPLICANTS SHOULD SUBMIT THEIR APPLICATION USING THE UNITED NATIONS PERSONAL HISTORY FORM P.11

(P.11 obtainable at the following web site: <https://unsmil.unmissions.org/sites/default/files/p11-form.doc>)

ANY APPLICATIONS RECEIVED IN A FORMAT DIFFERENT TO THE UNITED NATIONS PERSONAL HISTORY FORM (P.11) WILL NOT BE CONSIDERED.

STEP 2: Qualified candidates must submit their application using the P.11 template listed in STEP 1 by e-mail to unsmil-hrstaffing@un.org. The application MUST include only the Job Opening No. in the subject line of their e-mail (e.g. UNSMIL-GS5-IC004/2021)

ORGANIZATIONAL SETTING AND REPORTING:

This post is located within the Engineering and Facilities Management in Mission Support Service (MSS) of the United Nations Support Mission in Libya (UNSMIL). The post is located in Tripoli, Libya. The incumbent will be under the overall supervision of the Engineer.

With the mandate as renewed in SC resolution 2542 of 15 September 2020, the Security Council has tasked UNSMIL, as an integrated special political mission, in full accordance with the principles of national ownership, to exercise mediation and through its good offices to: (i) further an inclusive political process and security and economic dialogue; (ii) further the continued implementation of the Libya Political Agreement; (iii) help consolidate the governance, security and economic arrangements of the Government of National Accord, including support for economic reform in collaboration with international financial institutions; (iv) help to achieve a ceasefire and, once it is agreed by the Libyan parties, provide appropriate support to its implementation; (v) support subsequent phases of the Libyan transition process, including the



constitutional process and the organisation of elections; (vi) coordinate and engage closely with international actors including neighboring countries and regional organisations; (vii) provide support to key Libyan institutions; (viii) support, on request, the provision of essential services and delivery of humanitarian assistance, including in response to the COVID-19 pandemic, in accordance with humanitarian principles; (ix) monitor and report abuses and violations of human rights and violations of international humanitarian law, including sexual violence in conflict, notably through the effective deployment of women and child protection advisers; (x) provide support in securing uncontrolled arms and related materiel and countering their proliferation; and (xi) co-ordinate international assistance, and provision of advice and assistance to GNA-led efforts to stabilise post-conflict zones, including those liberated from Da'esh.

JOB DESCRIPTION:

Within the limit of the delegated authority, the incumbent will be responsible of the following tasks:

- Carry out all works on accommodation facilities in the OEA compound.
- Assist in laundry services for the accommodations.
- Support Cleaning services on the facilities in OEA compound as tasked by the supervisor.
- Carry out physical works if requested.
- Assist in accommodation booking, key handover and return to/from staff take overs
- Ensure the maintenance of the facilities.
- Assist in preparing the cost recovery of the accommodation unit.
- Supervise the cleaning services for the accommodation and office spaces.
- Support in other projects and with other works as requested.

QUALIFICATIONS:

Education: High school diploma or equivalent is required.

Work Experience: Minimum of 3 years working experience in Facilities Management, Cleaning Services, Laundry Services, Accommodation booking and facilities support is required.

Language: English and French are the working languages of the United Nations Secretariat. For this position fluency of Arabic is required and knowledge of English is desirable.

SPECIAL NOTICE:

Applicants who are not **nationals from Libya** must meet the relevant employment requirements of the host country, including fulfilling visa or work permit stipulations.

An appointment shall not be granted to a person who is the father, mother, son, daughter, brother, sister, step-children or step sibling of a staff member. This restriction applies to relationships within the United Nations Secretariat and not to those with the separately administered Agencies, Funds or Programmes.

**ADDITIONAL INFORMATION:**

Due to the high volume of applications received, ONLY those applicants who are short-listed will be notified.

Incomplete applications or applications received after the deadline will not be considered.

The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.