

United Nations Mechanism for International Criminal Tribunals

General Services Assistant, G-5.

DEADLINE FOR APPLICATIONS	:	15 October 2017
DATE OF ISSUANCE	:	18 September 2017
OFFICE	:	Registry/General Services Section
LOCATION	:	Arusha
JOB OPENING NUMBER	:	2017/MICT/REG/GSS/054-GS

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Organizational setting and Reporting:

The post is located in the General Services Section, in the Registry of the Mechanism for International Tribunals (MICT), in Arusha, Tanzania. This position reports to the Chief, General Services Section under the overall supervision of the Administrative Officer of the Arusha branch.

Responsibilities:

Within delegated authority, the Logistics Assistant will be responsible for the following duties:

- Manages the General Services support desk: receives service requests, complaints and questions related to any general services area (e.g. facilities, transport/dispatch, mail and pouch, protocol) from staff, routes these to the appropriate units, and tracks these from receipt to solution; Provides regular reports to management on the quantity and types of service requests, complaints and questions; identifies trends and proposes solutions for improvement of service delivery.
- Evaluates the functional needs of requesting departments in terms of space and equipment.
- Audits the existing and the proposed work place assigned to requesting office in order to evaluate the appropriateness of the request; Determines appropriate space allocation required in order to meet the requests of the requesting department in terms of meeting room, workstations, equipment, mail room, copier room; Prepares space layouts showing arrangement of rooms and equipment; Prepares presentation of proposals for efficient space distribution for approval.
- Coordinates office moves: sets up moving schedules, issues moving work-orders, informs security, transportation and elevator services of these moves.
- Prepares and issues work orders and blueprints including appropriate technical data for shops and follows up on the development of the work until completion.
- Inspects areas of the complex to ensure use and maintenance of safety standards and equipment.
- Coordinates construction projects and liaises with shops or contractors and operation section, identifying construction problems and providing solutions.
- Reviews contractors' invoices and assists with cost recovery as required.
- Surveys areas to be developed: location of partitions, telephones, electrical and LAN outlets, and finalizes proposals for implementation of work.
- Coordinates, monitors and supervises work performed by contractors to ensure adherence to work schedule and guidelines.
- Supervises the commissioning of the work and testing of any new systems, if necessary, in coordination with Safety & Security.
- Ensures the submittal of complete shop drawings and operation manuals when necessary.
- Validates requests for installation or removal of telephones and electrical outlets.
- Maintains and updates plans and drawings used as reference information by the unit.
- Compiles documentary evidence on accidents.
- Ensures that projects meet safety and security standards by reviewing them with designated Safety and Security officials.
- Performs other duties as required.

Core Competencies:

- Professionalism - Knowledge of the Organization's rules and regulations as they pertain to building management and of industry codes and standards. Knowledge of policies, practices and regulations on management of supplies, purchasing and logistics and ability to apply them in an organizational environment. Ability to maintain accurate records and prepare reports on a wide variety of data. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

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- **Communication** – Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two way communication; tailors language, tone, style and format to match the audience; demonstrates openness in sharing information and keeping people informed.
- **Planning and Organising** – Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments, adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

QUALIFICATIONS

Education:

High school diploma or equivalent. Must have passed the United Nations Global General Services Test (GGST) at Headquarters or an equivalent locally-administered test at Offices Away before being interviewed (i.e. those who haven't passed the GGST may still apply). Supplementary training in business administration, facility management, or a logistics related discipline or trade is highly desirable.

Work Experience:

At least five (5) years of experience in facilities management, building management, engineering, architecture, logistics, administrative services or related area. Experience working within or providing services to the UN is an advantage. Experience in service delivery, helpdesk or related area may be an advantage. Experience using SAP, such as Umoja, may be an advantage.

Languages:

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of French or Kiswahili may be an advantage.

Assessment Method:

There may be a technical test followed by a competency-based interview.

Special Notice:

The appointment is limited to the Mechanism. **Appointment of the successful candidate to this position will be subject to budgetary approval.** Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. Appointments of staff members in the United Nations are subject to the authority of the Secretary-General.

HOW TO APPLY:

NOTE FOR INTERNAL CANDIDATES:

- 1) Staff at the G-4 and G-5 levels are eligible to apply; the requirement for one year post occupancy is applicable.
- 2) Interested staff members must complete the UN Personal History Profile (PHP) form obtainable via personal inspira accounts (in PDF format) or the MICT website. Please submit all documents including the PHP, a Cover Letter, and the last two e-PAS's **ELECTRONICALLY AS ONE DOCUMENT** to the RMRecruitment@icty.org in-box. Please indicate the job opening number in the subject line.
- 3) Applicants may have to sit the United Nations Global General Services Test (GGST) as per OHRM instructions.

NOTE FOR EXTERNAL CANDIDATES:

- 1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the MICT website (www.unmict.org) and forward electronically **AS ONE DOCUMENT** to the RMRecruitment@icty.org in-box. Please indicate the job opening number in the subject line. Applicants may have to sit the United Nations Global General Services Test (GGST) as per OHRM instructions.
- 2) The appointment of the successful candidate will be on a local basis therefore he/she will be responsible for all travel expenses incurred in connection with this recruitment.

NOTE FOR PREVIOUSLY ROSTERED CANDIDATES

Roster candidates must express their interest and availability for published job openings by submitting an updated PHP and cover letter.
