



IOM International Organization for Migration

Open to Internal and External Candidates

Position Title : **Building Maintenance Assistant**
Organizational Unit : **Logistics and Procurement**
Duty Station : **Erbil, Iraq**
Classification : **General Service Staff, Grade G3**
Type of Appointment : **Special Short Term contract (SST)**
Duration of Appointment : **Three (3) months with possibility of extension**
Closing Date : **25th March 2019**
Reference Code : **SVN2019/IRQ/086**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM is committed to a diverse and inclusive environment. Applications from qualified female candidates are especially encouraged as well as the Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Under the general guidance of the Chief of Mission (CoM) and Sr. Resource management officer (SRMO), under overall supervision Logistics and Procurement Officer, the direct supervision of Logistics and Procurement officer and the Administrative supervision of the Head of Sub- Office, the Driver is responsible for the following

Core Functions / Responsibilities:

1. General maintenance for the IOM office buildings in Erbil; monitors and maintains facility equipment to ensure safe and efficient facility operation.
2. Monitors any required external servicing or intervention needed for any office installation such as; electrical, mechanical, furniture, appliances, construction, etc.
3. Responsible to monitor and upkeep the stocks of the stationery, office supplies/needs, cleaning materials/supplies of the office.
4. Maintains all the office equipment's in timely manner; photocopiers, printers, water dispensers, security access system, fire alarm system, CCTV system, and the telephoning system, by coordination with ITC Unit.
5. Settles all the monthly bills of the office such as landline telephones, electricity, generator, repairs, etc.

6. Follows up the electricity consumption rate and ensure electrical load is with normal range, do minimal electrical works, ensures the installation of conduits, wire, circuit breakers, outlets are appropriately worked out.
7. Follows up the running of the office generator, its load and temperature while operating, its maintenance and fuel, changing oil and filters in timely manner, inspects the wires, maintains and keeps them sustainable at all time. Trains the guards on how to switch on/off the generator safely, on main power circuit, changeover switches, etc.
8. Prepares a repair check list and conduct a weekly check of the office repair needed in every office in Erbil, and prepares purchase request for the repairs.
9. Setting up the IOM conference rooms for meetings and workshops including the arrangements for the coffee and lunch breaks and settling the catering bills after verifying.
10. Follow up the paper work – Payment with Finance Department
11. Any other duties within the incumbent's capabilities that might be assigned by the Logistics/Procurement Officer

Required Competencies

The incumbent is expected to demonstrate the following values and competencies:

Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Core Competencies – behavioural indicators *level 1*

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
 - Establishes strong relationships with colleagues and partners; relates well to people at all levels.
 - Is fully aware of the team purpose, respects and understands individual and collective responsibilities.
 - Willingly puts in extra effort without being asked and adopts a "hands-on" approach whenever necessary to achieve team objectives.
 - Coordinates own work with that of the team to meet agreed priorities and deadlines.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
 - Produces quality results and provides quality services to clients.
 - Meets goals and timelines for delivery of products or services.
 - Manages time and resources efficiently, monitoring progress and making adjustments as necessary.
 - Shows understanding of own role and responsibilities in relation to expected results.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.

- Keeps abreast of new developments in own field of competence and creates opportunities for knowledge management initiatives.
- Shares knowledge and learning willingly, and proactively seeks to learn from the experiences of others.
- Puts new learning into practice and draws on diverse sources of ideas and inspiration.
- Contributes to the identification of improvements to work processes and assists in implementing them
- **Accountability:** takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
 - Accepts personal responsibility for quality and timeliness of work.
 - Takes ownership of all responsibilities within own role and honours commitments to others and to the Organization.
 - Operates in compliance with organizational regulations and rules.
 - Accepts and gives constructive criticism; acknowledges and corrects mistakes and apply lessons learned for improvement.
- **Communication:** encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.
 - Presents information using language and sequence of ideas that is easy for recipients to understand.
 - Adapts communication to the recipient's needs, asks questions to clarify, and exhibits interest in having two-way communication.
 - Encourages others to share their views, using active listening to demonstrate openness and to build understanding of different perspectives.
 - Listens carefully and genuinely to the views and positions of others; acts on received information.

Required Qualifications and Experience

Education

- University degree in same domain or an equivalent combination of relevant training with one year experience.
- High School Degree and 3 years of Work experience.

Experience

- Excellent communication and negotiation skills
- Ability to present clear and concise information
- Good communication and professional presentation skills
- Delivers on set objectives in hardship situations
- Flexibility, tolerance and capacity to work in a team
- Previous work experience with UN or other international NGOs an advantage

Languages

- Excellent command of English , Kurdish and Arabic. Any other language is an asset.

Other

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

How to apply:

Interested candidates are invited to submit their applications via a link:

<https://iraq.iom.int/jobs/building-maintenance-assistant>

In order for an application to be considered valid, IOM only accepts online profiles duly completed. Only shortlisted candidates will be contacted.

Posting period:

From 18.03.2019 to 25.03.2019