



IOM International Organization for Migration

Open to Internal and External Candidates

Position Title : **Building Maintenance Assistant**
Organizational Unit : **Logistics**
Duty Station : **Erbil, Iraq**
Classification : **General Service Staff, G4**
Type of Appointment : **Special Short Term contract (SST)**
Duration of Appointment : **Six (6) months with possibility of extension**
Closing Date : **April 27, 2017**
Reference Code : **SVN2017/IRQ/019**

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. 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 Chief of Mission (CoM), Senior Recourses Management Officer (SRMO) the overall supervision Logistics and Procurement Officer and direct supervision of National Logistics and Procurement Officer, the incumbent assist in the Unit's overall data entry and processing.

Core Functions / Responsibilities:

1. Assists the Logistics and Procurement Officer in the identification and evaluation of reputable vendors against performance, reliability, quality, value of money, delivery of equipment/service in respect of the organizations' best interests and donors' mandate.
2. General maintenance for the IOM office buildings in Erbil; monitors and maintains facility equipment to ensure safe and efficient facility operation.
3. Coordinates and monitors any required external contracting, servicing or intervention needed for any office installation such as; electrical, mechanical, furniture, appliances, construction, etc.
4. Responsible to monitor and upkeep the stocks of the stationery, office supplies/needs, cleaning materials/supplies of the office.
5. Maintaining 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.
6. Settles all the monthly bills of the office such as landline telephones, electricity, generator, repairs..etc.

7. 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.
8. Maintain plumbing works and carpentry works as needed and suggests repair solutions when cannot be done in house.
9. 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.
10. 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.
11. Monitors the work of the janitors, and regularly check up to the offices' floors, grounds, corridors, back yards, garden, offices, staircases, toilets, kitchen, garage, glasses, and the front building sidewalk during the day.
12. 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.
13. Monitoring the loading/offloading activities at the storage room in the office when needed and informs when hiring of sufficient labor to cover the job properly will be needed. Instant update to the storage inventory records upon completing for each activity.
14. Follow up the paper work – Payment with Finance Department
15. Any other duties within the incumbent's capabilities that might be assigned by the Logistics/Procurement Officer.

Required Qualifications and Experience

Education

- Diploma in computer science or any related field, university degree is an advantage. with 4 years experiences

Experience

- Works effectively in high-pressure, rapidly changing environments
- Effectively applies specialized knowledge of logistics and procurement to timely source goods and services
- Effectively works with vendors and service providers in compliance with IOM procedures to secure cost-effective quality solutions for IOM
- Good computer skills (Word and Excel is a minimum requirement);
- Good interpersonal and communication skills;
- Flexibility, tolerance and capacity to work in a team;
- High sense of responsibility, dedication and honesty

Languages

Fluency in Kurdish, English and Arabic

Required Competencies

Accountability

- Accepts and gives constructive criticism
- Follows all relevant procedures, processes, and policies
- Meets deadline, cost, and quality requirements for outputs
- Monitors own work to correct errors
- Takes responsibility for meeting commitments and for any shortcomings

Client Orientation

- Identifies the immediate and peripheral clients of own work
- Establishes and maintains effective working relationships with clients
- Identifies and monitors changes in the needs of clients, including donors, Governments and project beneficiaries

Continuous Learning

- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills
- Demonstrates interest in acquiring skills relevant to other functional areas
- Keeps abreast of developments in own professional area

Communication

- Actively shares relevant information
- Clearly communicates, and listens to feedback on, changing priorities and Procedures
- Writes clearly and effectively, adapting wording and style to the intended Audience
- Listens effectively and communicates clearly, adapting delivery to the Audience

Creativity and Initiative

- Proactively develops new ways to resolve problems

Leadership and Negotiation

- Convinces others to share resources
- Presents goals as shared interests

Performance Management

- Provides constructive feedback to colleagues
- Provides fair, accurate, timely, and constructive staff evaluations
- Uses staff evaluations appropriately in recruitment and other relevant HR Procedures

Planning and Organizing

- Sets clear and achievable goals consistent with agreed priorities for self and others
- Identifies priority activities and assignments for self and others
- Organizes and documents work to allow for planned and unplanned handovers
- Identifies risks and makes contingency plans

Professionalism

- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- Incorporates gender-related needs, perspectives, and concerns, and Promotes equal gender participation
- Persistent, calm, and polite in the face of challenges and stress
- Treats all colleagues with respect and dignity
- Works effectively with people from different cultures by adapting to Relevant cultural contexts
- Knowledgeable about and promotes IOM core mandate and migration Solutions

Teamwork

- Actively contributes to an effective, collegial, and agreeable team Environment
- Contributes to, and follows team objectives

- Gives credit where credit is due
- Seeks input and feedback from others
- Delegates tasks and responsibilities as appropriate
- Actively supports and implements final group decisions
- Takes joint responsibility for team's work

Technological Awareness

- Learns about developments in available technology
- Proactively identifies and advocates for cost-efficient technology solutions
- Understands applicability and limitation of technology and seeks to apply it to appropriate work

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:

<http://iomiraq.net/vacancies/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 13.04.2017 to 27.04.2017