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POSITION TITLE:	<b>Specialized Labourer</b>	GRADE:	<b>G-2</b>
LOCATION:	<b>HQ - Rome</b>	DURATION:	<b>Continuing</b>
ORGANIZATIONAL UNIT:	<b>Infrastructure and Facilities Management Branch (CSAI)</b>	POST NUMBER:	<b>Two positions</b>
		OCC CODE:	<b>3E02</b>

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**DUTIES AND RESPONSIBILITIES**

Under the overall supervision of the Logistics Management Officer and direct supervision of the Lead Storekeeper, the incumbent will:

- Maintain, assemble and repair furniture and equipment of all types and makes, stocked in the CSAI storerooms. Ensure that the space in the various storerooms of the FAO Buildings is kept orderly and properly utilized as per original indications.
- Collaborate with the Lead Storekeeper for the furnishing of Conference-reserved rooms, meeting rooms and public areas during FAO major conferences, FAO and non-FAO technical meetings held at Headquarters and/or exceptional events, including official dining and reception events held in FAO catering areas.
- Verify positioning of office set ups and of heavy equipment within modern large size building layouts.
- Work in close relation with FAO artisans and pairs for services related to daily intervention following requests on equipment, furniture, moves or others and/or to requests made by Divisions through the CSAI Maintenance Help Desk computerized system.
- Perform periodic inspection of furniture and equipment to take necessary action for repair when required.
- Prepare item lists needed for technical interventions aiming at availability of components, spare parts and tools for both routine and emergency situations and submit them to the Lead Storekeeper for drafting of preliminary procurement documentation.
- In liaison with the Lead Storekeeper and Clerk of the Group deliver and collect cardboard boxes for and from office moves.
- Advise the officials concerned for the initiation of appropriate disposal or write-off action in case of obsolete or unserviceable material and/or equipment and draft the relevant documentation for approval and signature.
- Apply personal and group safety working procedures for portering work of all types at all times.
- Perform any other duties as required.

**CONDITION OF EMPLOYMENT: LIFTING AND HANDLING HEAVY BUNDLES AND FURNITURE REQUIRED**

**QUALIFICATIONS – ESSENTIAL**

*Applications are normally not considered from candidates who do not possess ALL of the Essential Qualifications*

**Education:** Secondary School Education or comparable technical school education and training

**Experience:** Experience in multi-disciplinary artisan, technical and portering work.

**Language:** Oral knowledge of English, French or Spanish (Level B) and knowledge of Italian working technical terminology.

**Other:** Demonstrated knowledge of furniture types and makes as well as of iron-mongery, electrical, carpentry and HVAC parts, materials and equipment. Physically fit for the move and handling of heavy bundles. Ability to operate lifting and transporting equipment. Knowledge of safety and ergonomic procedures and regulations. Accuracy and attention to detail. Ability to work under tight deadlines in cooperation with people of different cultural and educational backgrounds with initiative and a problem-solving attitude.

**QUALIFICATIONS – DESIRABLE**

Computer literacy and ability to use word processing, standard software and office technology equipment. PC working knowledge (Outlook, basic Excel and Word). Knowledge and experience with inventory transactions recording software.

**External candidates are invited to submit their applications in duplicate, quoting the vacancy announcement number on the Personal History form to the Staffing and Recruitment Branch, CSHR – Room D-357.**  
**Internal candidates** are invited to complete ADM75 and provide 14 copies. The vacancy announcement number must be quoted on the ADM75. Applications to be submitted to the Staffing and Recruitment Branch, CSHR Room D-357. The name of the successful candidate will be posted on the FAO Intranet. Applications received after the closing date will not be accepted unless applicants provide justification for the late submission (i.e. absence from HQ during the period of issuance of the vacancy or part thereof and the division has not yet made a submission to the GSSSC).