



Food and Agriculture Organization of the United Nations

## GENERAL SERVICE VACANCY ANNOUNCEMENT No: **GS/5880-CSA**

Issued on: **13.01.2011**

Deadline For Application: **12.02.2011**

|                      |   |              |                 |
|----------------------|---|--------------|-----------------|
| POSITION TITLE:      | <b>Carpenter</b>  | GRADE:       | <b>G-2</b>      |
| LOCATION:            | <b>HQ - Rome</b>  | DURATION:    | Twelve months * |
| ORGANIZATIONAL UNIT: | <b>Infrastructure and Facilities Management Branch (CSAI)</b> | POST NUMBER: | New position    |
|                      | Administrative Services Division                              | OCC CODE     | <b>3B06</b>     |

### DUTIES AND RESPONSIBILITIES

Under the general supervision of the Maintenance Officer and the direct supervision of the Lead Carpenter and as part of the team operating in the carpentry workshop, will assist in carrying out, as instructed, the ordinary and extraordinary maintenance work in Headquarters and out posted premises on all wood and wood related products, architectural finishes, furniture, panelling, framing, crates etc.. In particular, the incumbent will:

- Upon instructions from the Lead Carpenter, participate in the routine work together with the staff of the group and carry out the day-to-day ordinary and extraordinary maintenance assignments;
- Build, install, remove and repair wall panelling of various types, windows and/or doors including frames, locks, hinges and door pump maintenance.
- Assemble, repair and renovate complex office furniture such as desks, cupboards, counters, display units, bookshelves, pigeonholes;
- Carry out all types of wood finishes within building maintenance construction projects including decorative items;
- Perform all type of French and fire retardant polishing, preparatory and finishing work; install and remove all types of window curtains;
- Control and maintain the efficiency, safety and maintenance of mechanical and power wood-working equipment;
- Participate as instructed in the maintenance of all carpentry work at all times according to prescribed Italian and European safety codes, work schedules and other needs that may arise;
- Help in identifying areas requiring carpentry related repair/improvement and in arranging for all necessary preventive maintenance to be carried out to prevent further damage;
- Execute all work assigned and calls received within set schedules, priorities and time limitations;
- Use the CSAI Maintenance help-desk call monitoring system;
- Provide full collaboration to other artisan groups;
- Perform other related duties as required

**\*DURATION OF ASSIGNMENT IS TEMPORARY WITH POSSIBILITY OF EXTENSION**

### QUALIFICATIONS – ESSENTIAL

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

**Education:** Secondary School Education or diploma from accredited technical school

**Experience:** Two years of demonstrated experience as a carpenter working in a workshop with power tools

**Language:** Minimum knowledge (level B oral) of English, French or Spanish and technical knowledge of Italian. [A grace period of two years will be allowed to newly-recruited G-2 artisans to obtain the required language level].

**Other:** Practical knowledge of all woodwork hand and power tools, stationery and portable of common use in a modern carpentry workshop. Knowledge of Italian technical terminology. Ability to take relevant measurements, read blueprints and make pertinent schemes and calculations on the materials and work involved. Courtesy, tact and ability to work with people of different national and cultural background. Accuracy and attention to detail.

### QUALIFICATIONS – DESIRABLE

Carpentry work experience in architectural finishes. Carpentry maintenance experience in large office buildings with good knowledge of wood types and products including veneer.

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 or by e-mail to [GS-External-Recruitment-Applications@fao.org](mailto:GS-External-Recruitment-Applications@fao.org)  
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).