



Food and Agriculture Organization
of the United Nations

CALL FOR EXPRESSION OF INTEREST

National Consultant: Facilities and Project Manager

Vacancy No. IRC3423

Contract duration: **up to 11 months**

Deadline for Application: **12 July 2016**

Tasks and responsibilities:

The post is located in the Administration Group, Administration Support Unit of the FAO Regional Office for the Near East (RNE), which provides oversight for the delivery of a range of administrative services (procurement, security, logistics, maintenance, protocol, etc.) for RNE and other offices in the Region. The Facilities and Project Manager is responsible for the management of services and processes that support the core business of an Office and ensure that the organisation has the most suitable working environment for its employees and their activities. The Facilities and Project Manager expected to work with a high degree of operational independence and personal judgement and is accountable for the achievement of overall service delivery results.

The Facilities and Project Manager ensures the effective and efficient planning and implementation of infrastructural modifications and improvements of the RNE premises in full compliance with FAO Rules and Regulations focusing on using best business practice to improve efficiency, by reducing operating costs while increasing productivity.

The Facilities and Project Manager works under the general supervision of the RNE Senior Advisor Administrative Officer. The Facilities and Project Manager develops and implements projects for infrastructural modifications and improvements of the RNE premises as requested by the supervisor in close cooperation with procurement and finance services. The incumbent operates within the Admin team and takes decisions on work priorities and exercises initiative for dealing with cases without precedents in consultation with his Supervisor. Supervision received is focused on the quality of work outputs.

Facilities and Project Manager is involved in both planning and day-to-day operations, particularly in relation to buildings and premises. Areas of responsibility include:

- Organizing, planning, implementing and delivering the Facilities/Admin Projects;
- Liaison with procurement and contracts management units to ensure timely delivery of inputs;
- Liaison & Communication with Office personnel for space management;
- Assist in the reorganization of the Admin & Facilities Management Unit.
- In collaboration with the relevant RNE support services prepare plans and implement facilities renovation projects including the following:
 - Relocation of the main power generator;
 - Renovation of the fire exits of the RNE Offices;
 - Enhancement and maintenance of the waste water pipes system in the building;
 - Creation of the outside smoking area on the RNE premises;
 - Restructuring of the RNE Office rooms.

- Prepare documents to put out tenders for contractors;
- Manage projects and supervise and coordinate work of contractors;
- Calculate and compare costs for required goods or services to achieve maximum value for money;
- Manage and lead work to ensure minimum disruption to the RNE core activities;
- Direct and coordinate relevant support services such as security, maintenance, waste disposal etc.;
- Ensure that the projects meet health and safety requirements and that facilities comply with legislation, keep staff safe;
- Check that agreed work by staff or contractors has been completed satisfactorily and follow up on any deficiencies;
- Coordinate and lead one or more teams to cover various areas of responsibility;
- Use performance management techniques to monitor and demonstrate achievement of agreed service levels and to lead on improvement;
- Respond appropriately to emergencies or urgent issues as they arise and deal with the consequences.
- Undertake any additional assignments or tasks as may be required.

Candidates should meet the following requirements:

- A University degree in business, engineering or construction studies;
- Five years of progressively responsible construction, building services engineering, facilities management experience. Supervisory experience. Good knowledge of the technical regulations and standards related to building services engineering and infrastructure modification procedures. Good understanding of the UN/FAO procurement and financial rules;
- Good working knowledge of English and Arabic;
- Ability to effectively use MS Office and various office technology equipment.

Selection criteria

- Extent and relevance of experience in the field of construction, building services engineering, facilities management;
- Extent and relevance of knowledge of the technical regulations and standards related to building services engineering and infrastructure modification procedures within corporate setup;
- Understanding of FAO/UN procurement and financial rules is considered a strong asset;
- Knowledge of Arabic is a strong asset.

Competencies

- Results Focus
- Teamwork
- High organizational skills
- Communication
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

Expected Outputs

- The incumbent's work impacts on the timely and efficient delivery of office support services and on the overall output of the work unit.

Additional Information

- Your application will be screened based on the information provided in your iRecruitment online profile (see "How to Apply"). We strongly recommend that you ensure that the information is accurate and complete including employment record, academic qualifications and language skills.

Remuneration

A competitive remuneration is offered (up to EGP 17,000 per month).

How to Apply

To apply, visit the **iRecruitment** website at <http://www.fao.org/employment/irecruitment-access/en/> and complete the on-line application. Only applications received through iRecruitment will be considered.

If you need help, or have queries, please contact: iRecruitment@fao.org