



Food and Agriculture Organization of the United Nations

Vacancy Announcement No: IRC5634

Issued on: **11 July 2018**

Deadline For Application: **1 August 2018**

Position Title:	Senior Facilities Management Officer	Grade Level:	P-5
		Duty Station:	Italy, Rome
Organizational Unit:	Infrastructure Service, CSDI	Duration *:	Fixed term: 2 years (with possibility of extension)
		Post Number:	0047821
		CCOG Code:	1

The length of appointment for internal FAO candidates will be established in accordance with applicable policies pertaining to the extension of appointments

**Qualified female applicants and qualified nationals of non-and under-represented member countries are encouraged to apply.
Persons with disabilities are equally encouraged to apply.
All applications will be treated with the strictest confidence.**

The incumbent may be re-assigned to different activities and/or duty stations depending on the evolving needs of the Organization.

Organizational Setting

The Infrastructure Service (CSDI) is responsible for the maintenance of the entire Headquarters premises and for providing services to staff; CSDI also assists Decentralized Offices in construction works for spaces of FAO's property and those related to FAO technical projects. Maintenance and services are designed and implemented/performed in order to ensure quality, high safety standards, compliance with the Corporate Environmental Responsibility Policy and customer's satisfaction.

Reporting Lines

The Senior Facilities Management Officer reports to the Assistant Director-General, Corporate Services Department (CS).

Key Results

Planning, organization, coordination and supervision of Infrastructure Services work.

Key Functions

- plans, coordinates and monitors the execution of all facilities maintenance activities, works and services in the Headquarters buildings, performed by CSDI staff or external contractors;
- prepares work programmes, in line with local laws and codes, for the correct management of the Headquarters buildings liaising with the Italian Ministry of Infrastructures and Transport for the identification and planning of major priority works;
- approves the design of new infrastructural projects for FAO facilities and supervise the buildings construction works, to ensure the correct execution of works within specified time schedules together with project cost control;
- implements and maintains procedures to ensure that expenditures are consistent with the annual financial resources of CSDI;
- coordinates and supervises the preparation of tender specifications for construction works, maintenance and up-keeping services, as well as agreements related to catering and concessionaires, as needed;
- Implements and maintains systems to ensure competitive market prices and procedures, as well as continuous monitoring and control of contractors' performance;
- supervises the development of methods and programmes for the implementation of infrastructural works related to fire prevention and safety of the work place on the premises and represent CSDI in the Advisory Committee on Occupational Health and Safety (ACOHS);
- in collaboration with the Office of Support to Decentralized Offices (OSD) manages major infrastructural projects in FAO Field Offices (Regional Offices, etc.) and provides support to decentralised offices;
- represents the Organization at the Inter-Agency Network of Facilities Managers; maintains high level contacts with the Italian Ministry of Infrastructures and Transport and other local authorities (Vigili del Fuoco, Soprintendenza Archeologia Belle Arti e Paesaggio per il Comune di Roma);
- oversees and promotes initiatives under the Organization's work on corporate environmental responsibility, to reduce emissions, increase efficiency and integrate sustainability into the Organization's daily operations, in accordance with the Corporate Environmental Responsibility Policy and with United Nations initiatives such as UN Greening the Blue;
- performs other related duties as required.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree in architecture, engineering or related field
- Ten years of relevant experience in facilities management, maintenance and construction activities for very large office complexes
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Arabic, Chinese or Russian. Working knowledge of Italian.

Competencies

- Results Focus
- Leading, Engaging and Empowering
- Communication
- Partnering and Advocating
- Knowledge Sharing and Continuous Improvement
- Strategic Thinking

Technical/Functional Skills

- Work experience in more than one location or area of work, particularly in field positions is essential
- Extent and relevance of experience in facilities management, maintenance and construction activities for very large office premises
- Extent and relevance of experience with facilities management, including knowledge of relevant laws and international standards, also in the field of Work Safety and Security
- Extent and relevance of experience in the field of corporate environmental responsibility
- Extent and relevance of experience in budget management experience
- Extent and relevance of experience with procurement of outsourced facilities management services

Please note that all candidates should adhere to *FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency*.

ADDITIONAL INFORMATION

- All candidates should possess computer/word processing skills
- 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
- Please note that FAO will only consider academic credentials or degrees obtained from an educational institution recognised in the IAU/UNESCO list
- Candidates endorsed in the selection process for this vacancy announcement will be considered for the FAO Professional Employment Roster for a period of two years. The Roster is used to fill other similar positions at the same or lower grade, and in the same or another duty station
- Candidates may be requested to provide performance assessments

REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: http://www.un.org/Depts/OHRM/salaries_allowances/salary.htm

HOW TO APPLY

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

Candidates are requested to attach a letter of motivation to the online profile.

Vacancies will be removed from iRecruitment at 23:59 Central European Time (CET) on the deadline for applications date. We encourage applicants to submit the application well before the deadline date.

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

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