AFRICAN UNION
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External Publication of Job Posting ***50193849***

Job Posting Title

Facilities Management Officer

Start Date

24.02.2017

End Date

27.03.2017

Reference Code

AMISOM20170207

Job Title

Facilities Management Officer

Organization

The African Union, established as a unique Pan African continental body, is charged with spearheading Africa's rapid integration and sustainable development by promoting unity, solidarity, cohesion and cooperation among the peoples of Africa and African States as well as developing a new partnership worldwide. Its Headquarters is located in Addis Ababa, capital city of Ethiopia. In seeking to achieve these objectives, the African Union intends to strengthen its capacity to deliver by, among others, the implementation of new organization structure and the filling of regular and short-term vacant posts.

Department

Job Title: Facilities Management Officer
Grade: P2 Step 5
Section: Service Support
Reports to: Chief Integrated Support Services
Duty Station: Mogadishu, Somalia
Number of Post: 1

Project

Within delegated authorities, the Officer is responsible for the effective and efficient management AMISOM facilities throughout Somalia and the implementation of corrective action with respect to issues/problems

Tasks

- Liaise with the Head of Mission Support, Chief Integrated Support Services and the UN Support Office for Somalia (UNSOS) regarding facilities maintenance and repair;

- Coordinate and supervise facilities maintenance support services (scheduled and unscheduled) provided through the designated UNSOS external contractors at the Mission, Force and Police headquarters.
- Review the technical specifications, scopes of work and the respective cost estimates and monitoring work implementation and progress to ensure the compliance with the set out specifications.
- Coordinate and manage the construction, repair, and maintenance at the Mission, Force and Police Headquarters and any other AU facilities within the Mission Area;
- Assist in the development and execution of renovation projects including analysis of functional needs and recommending alternative solutions.
- Produce, as requested, short-term, and/or long term 'Planned Maintenance Programme' (PMP) for the Mission, Force and Police Headquarters and any other AU facilities within the Mission Area.
- Coordinate maintenance services, systems and equipments of AU facilities such as routine maintenance, ground maintenance, waste management and disposal, minor repairs or general handyman services and cleaning.
- Supervise and oversee ground maintenance including gardening, landscaping and weed control, maintenance of Air conditioning, carrying out Pest and Vector control, Indoor and outdoor cleaning services and maintenance of ablutions,
- Overseeing the Solid and liquid waste management and disposal (garbage collection and disposal services)
- Ensuring that all facilities utilized by AU personnel comply with AU MOSS standards.
- Coordinating with AMISOM Safety and Security for regular and scheduled safety inspections of facilities, safety drills, reports and investigations of accidents, and recommending correction of safety hazards.
- Perform any other responsibility as may be assigned by the immediate supervisor (s).

Requirements

1. QUALIFICATIONS:

Bachelor's degree in facility management, project management, Public administration, political science, or equivalent with 4 years relevant work experience or Master degree in project management, facility management with 2 years relevant work experience.

2. EXPERIENCE:

Minimum of 2 years relevant experience in facilities management, building management, administrative services, or related area.

3. SKILLS AND COMPETENCIES REQUIRED:

- The Facilities Management Officer must have a strong working knowledge and experience in facilities maintenance and management within a Peace Support Operation (PSO);
- He/she must have the ability to take initiative, be a team player and demonstrate the ability to resolve issues/problems effectively and constructively.
- He/she must be computer literate and versed in the use of Power Point, Excel and Word and must be fluent in one of the AU working languages, preferably English.
- He/she must have excellent writing, report drafting and good interpersonal skills;
- Ability to establish and maintain effective working relations with people of different national and cultural backgrounds with sensitivity and respect for diversity.

- Prepared to work in a hardship, highly pressurized and sometimes hazardous environment

4. LANGUAGE REQUIREMENT:

Fluency in spoken and written English is required. Knowledge of Arabic, French and/or Portuguese is an asset.

5. Gender Mainstreaming:

The AU Commission is an equal opportunity employer and qualified women are strongly encouraged to apply.

6. Tenure of Appointment:

The appointment will be made on a short term contract for a period of one year, of which the first three months will be considered as a probationary period. . Thereafter, the contract could be renewed for annually subject to satisfactory performance and availability of funds.

7. Remuneration:

The salary attached to the position is an annual lump-sum of US$ 73,743.75 inclusive of all allowances for internationally recruited staff, and US$ 59,879.72 inclusive of all allowances for locally recruited staff

Applications must be made through the AUC E-recruitment Website 27th March 2017 http://www.aucareers.org
Directorate of Administration and Human Resource Management
African Union Commission
Addis Ababa (Ethiopia)
Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

Contract Type

Short Term

Employment Fraction

Full-time

Branch

AU Liaison Offices – AMISOM