



VACANCY ANNOUNCEMENT: UNOWAS/HRS/VA/004/21

The United Nations Office for West Africa and the Sahel (UNOWAS) is looking for a highly motivated and results oriented team player to join a dynamic team.

To serve as: Supply and Facilities Management Officer

Title Position	Supply and Facilities Management Officer NOC (open to nationals of Senegal only)
Number of posts	01
Type of contract	Fixed Term
Duration of contract	One (01) year renewable subject to mandate and post extension
Category and level	NO-C
Duty station	Dakar, Senegal
Unit/Section	Supply and Facilities Management
Issuing date	26/02/2021
Closing date	11/03/2021

The United Nations Office for West Africa and the Sahel (UNOWAS) is entrusted with the overall mandate of enhancing the contributions of the UN towards the achievement of peace and security in West Africa and the Sahel. It engages in preventive diplomacy, good offices and political mediation and facilitation in countries in West Africa and the Sahel.

Organizational Setting: The position is located in the Supply & Facility Management Unit of the United Nations Office for West Africa and the Sahel (UNOWAS) and will head the unit. The position will also cover CNMC. UNOWAS/CNMC has 4 field offices in four different countries and this position will cover all the mission locations. His/her works entails frequent interactions with the different components in the Mission as well as with external stakeholders that include Government officials, UN agencies, funds and programmes in the various countries of Mission locations as well as with colleagues at UNHQ.

Functional Responsibilities: Under the direct supervision of the Chief of Mission Support (CMS). The incumbent will be responsible for the planning, implementation, management and maintenance of the facilities and infrastructures for the mission. Within the delegated authority, the Supply and Facilities Management Officer will be responsible for the following duties:

Facilities Management

- Provide updates and policy guidance to the Chief of Mission Support, on the operations and maintenance of office facilities, bringing up issues that are urgent and recommend solutions.
- Provide effective management and supervision of outsourced services to ensure provision of quality services to the mission; Monitor and evaluates contracts performances.



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- Plans, directs and coordinates activities for the work of the unit; prepare and implement guidance materials and SOPs aimed at achieving the objectives of the Unit.
 - Produces cost estimates for renovations, repairs and maintenance of buildings, electrical installations, air conditioners and generators.
 - Plan and carry out an effective maintenance and repair schedules for the generators, building facilities and air conditioners in the Mission Develops statements of work for contractual services.
 - Develop cost estimates for budget preparations and manages budget allotments for optimal use.
 - Ensures the coordination and provision of materials and logistic support is provided.
 - Produces cost data for mission related renovation, maintenance and repairs activities.
 - Oversees office space and equipment allocation.
 - Coordinate and oversee the allocation of office space.
 - Prepare regular and ad hoc reports.
 - Coordinate with relevant offices for the provision of conference services to meet planned programmes.

Supply Management

- Establishes and reviews mission requirements. Initiates actions to fulfill these requirements.
- Manages the supply delivery operations of the Mission.
- Establishes and maintains strong controls over the acquisition and use of fuel in the mission.
- Maintain accurate allocation and control of all equipment. and supplies received, stored and distributed in the mission.
- Plans and prepares cost-estimates/budgets implications for requirements for equipment, materials, services, supplies and utilities.
- Initiates actions leading to procurement, maintenance and disposal of items.
- Maintains accurate allocation and control of all equipment and stores received, stored and distributed.
- Prepare regular and ad hoc reports.
- Perform other duties as maybe required.

Results Expected:

- Responsible for the effective implementation, management and maintenance of major systems (air conditioning, electricity and generator) and facilities, in a cost-effective and timely manner with compliance to safety procedures.
- Ensuring smooth flow of supplies, equipment and services in a cost-efficient manner.
- He/She will also be in charge of contract management, furnishing all types of supplies, equipment, material, property and certain services, ensuring adequate and proper allocation of resources, as well as receiving and inspecting supplies upon arrival to the mission.

**Competencies:**

- **Professionalism:** Knowledge of the Organization's rules and regulations as they pertain to building management and of industry codes and standards. Knowledge of the Organization's financial rules and regulations, as well as budgetary, administrative procedures, policies and directives. Ability to read and interpret architectural floor plans. Demonstrates effectiveness in developing supply contracts, plans, policies, procedures and programmes. Demonstrates fiscal awareness and responsibility. Knowledge of relevant UN rules and regulations, of budgetary and administrative procedures policies and directives, and in particular of inventory and control guidelines, directives and procedures. Ability to develop, maintain and supervise management control systems for assets, materials, services and claims. Strong analytical skills. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time

Qualifications:

Education: Advanced university degree (Master's degree or equivalent) in engineering, architecture, contract management, business administration, public administration, law, or other relevant field is required. A first level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree

Experience: A minimum of five years of progressively responsible experience in supply services, administration, logistics, engineering, project management, technical, administrative and supervisory areas in the maintenance, and operation of facilities, or related area is required.

Experience providing services to or in a field operation of the United Nations Common System or a comparable international organization is desirable.

Language: English and French are the working languages of the United Nations Secretariat. Fluency in English and French (both oral and written) is required.

**Applications:**

Applicants meeting the above qualifications are requested to submit the following only:

- **Cover letter**
- **Completed and signed P-11 form (please note the P11- Form is available on the UNOWAS Website at www.unowas.unmissions.org)**
- **Copy of Diplomas and Degrees**

Applications should be submitted by email to **unowas-cnmc-hr@un.org** no later than **11 March 2021**.

Note: Please indicate clearly the vacancy number and title in the email subject. **Only short-listed candidates will be contacted.**

Assessment Method:

Evaluation of qualified candidates for this position may include a written assessment followed by a competency-based interview.