

Facilities Management Officer at United Nations Office at Nairobi (UNON)

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Job Description

(adsbygoogle = window.adsbygoogle || []).push({}); United Nations and regional organizations; provides administrative and other support services to the United Nations Environment Programme (UNEP) and the United Nations Human Settlements Programme (UN-Habitat); provides joint and common services to other organizations of the United Nations system in Kenya, as applicable; and manages and implements the programmes of administration, conference services and public information and provides security and safety services for United Nations staff and facilities in the United Nations Office at Nairobi.

Responsibilities

Within the parameters of the overall UNON campus master plan, provide coordinated proposals on potential areas of interaction and collaboration between in-progress facilities-related projects, including synergies and collaboration between demolition of the existing Office Blocks A-J, the Project early works and preparation of the western portion of the complex related to construction of the new buildings and associated infrastructure and external works in scope for the CFCP.

Evaluate the needs of the Section at all stages of the CFCP (design, construction, project completion) to ensure that the design and implementation of the CFCP complies with the needs of the Organisation with respect to industry trends and best practice related to facilities management, environmental sustainability, building and infrastructure related assets long term capital and lifecycle maintenance and operations, and the assurance of business continuity during the various construction phases of the project.

Actively collaborate with Section specialists related to technical expertise and institutional knowledge sharing in support of the CFCP multi-disciplinary team to incorporate facilities management best practice, including conducting research to support development of new innovative technical and environmental solutions, (feasibility studies, review of design proposals and cost estimates, as required) to ensure continual environmental improvements with a specific focus on the built environment, energy production and renewable technologies capacities, water, wastewater and waste management including the inclusion of environmental procedures, standards and guidelines for these services in line with the Section's environmental targets and objectives related to UNON's ISO : certification.

Actively liaise with and ensure coordinated technical input to both Facilities Management Section specialists and the CFCP multi-disciplinary team related to the various work stages of the project, to arrive at coordinated approaches and solutions to problems, while ensuring robust internal Section consultation, joint review and sign off within the Section of all the Project work stage technical data including feasibility studies, design concepts, specifications, construction-related documents, bills of quantities and tender documents, construction works shop drawings and sample approvals, project testing, commissioning, training and operations on handover of the completed project works.

Participate in technical committees to evaluate project proposals to ensure functional and operational feasibility, giving due consideration for building and infrastructure life cycle replacement and routine preventive and corrective maintenance requirements for all conference-related support infrastructure and operations.

Provide routine updates/ reports for Section management and specialists on Project progress and matters of a technical nature, including to collecting and analyzing data to identify trends or patterns and provide insights through graphs, charts, tables and reports using data visualization methods to enable data-driven planning, decision-making, presentation and reporting.

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Perform other related tasks as assigned.

Requirements

Competencies

PROFESSIONALISM: Strong technical engineering knowledge and understanding of current strategies and practices related to facilities and conference management and operations, environmental sustainability within the built environment, including environmental building solutions, renewable energy technologies, environmental performance assessment. The ability to analyze, interpret and visualize data in support of decision-making and convey resulting information to management. 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. The ability to analyze and interpret data in support of decision-making and convey resulting information to management. Shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. The ability to analyze and interpret data in support of decision-making and convey resulting information to management. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

TECHNOLOGICAL AWARENESS: Keeps abreast of available technology. Understands applicability and limitations of technology to the work of the office. Actively seeks to apply technology to appropriate tasks. Shows willingness to learn new technology.

ACCOUNTABILITY: Takes ownership of all responsibilities and honours commitments. Delivers outputs for which one has responsibility within prescribed time, cost and quality standards. Operates in compliance with organizational regulations and rules. Supports subordinates, provides oversight and takes responsibility for delegated assignments. Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

PLANNING AND 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 efficiently.

Education

An advanced university degree (Master's or Doctorate degree, or equivalent) in architecture, engineering, project management or related fields is required. A first-level degree in architecture, engineering, project management in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree is required.

Successful completion of both degree and non-degree programs in data analytics, business analytics or data science programs is desirable.

Work Experience

A minimum of five years of progressively responsible experience practicing within the fields of architecture, engineering and or project management, or related field, is required.

Practical experience in the use of REVIT, AutoCAD, or similar software is required.

Practical experience working in the planning, implementation, and delivery of architectural, infrastructure or engineering projects is required.

Experience in Projects with a specific focus on large-scale conference facilities and services is desirable.

Registration with an architectural, engineering and/or project management professional board/council, is desirable.

Experience working with an international organizations is desirable.

Two years or more of experience in data analytics or related area is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English is required. Knowledge of another official United Nations language is desirable.

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