

VACANCY ANNOUNCEMENT



Vacancy No.: 10-002-ASD/CSSS-NOA-BANGKOK
Closing Date: 28 February 2010
Functional Title: Assistant Buildings Management Officer
IMIS Post No: 351901
Organizational Unit: Central Support Services Section
Administrative Services Division
Economic and Social Commission for Asia and the Pacific (ESCAP)
Type of Appointment: National Officer (NO-A) - only Thai nationals will be considered
Duty Station: Bangkok, Thailand
Duration: Initially for one year, with possibility of extension, subject to availability of funds and satisfactory performance
Remuneration: A minimum of Baht 1,594,460.00 net per annum, depending on professional background and experience.

DUTIES AND RESPONSIBILITIES:

Under the direct supervision of the Chief, Facilities Management Unit, and general supervision of the Chief, Central Support Services Section, the Assistant Buildings Management Officer will be required to perform the following duties:

- Plans, supervises and coordinates all aspects of office space management, including analysis and design, project implementation, customer liaison, administration, standards compliancy and coordination of legal documentation and reporting to ensure effective and efficient usage of the organizations existing and future space assets.
- Prepares scopes of work and technical specifications including architectural drawings, bill of quantity and cost estimates for construction/modification/alteration works taking into consideration the interpretation of space standards, building codes for construction, health and fire safety.
- Writes technical evaluations of offers, supervises, coordinates and monitors implementation of contracts and progress of work to ensure compliance with drawings and specifications and determines justification for technical changes to the contract and prepare progress reports.
- Develops and implements standards for existing and future facilities and guidelines for the on-going management of buildings and their space components.
- Develops and maintains automated reporting systems, web portals and space document distribution systems required for the management of space and to facilitate the efficient usage of space for the organization and its tenants.
- Assists in identifying common issues and best practices, making strategic recommendations and developing a plan to achieve objectives and increase efficiency in space management.
- Drafts responses to the board of auditors, OIOS and Joint Inspection Unit (JIU) on audit-related issues and additional information requests on space management and common service subjects/studies as required. Monitors the implementation of internal and external audit recommendations.
- Prepares proposals for rental/lease or construction of new facilities and ensures conformity with approved space standards, building construction guidelines and legislative policies/recommendations and draft comments/recommendations.
- Assists in the implementation of work plan of the Unit/Section and in managing the resources, and participates in the preparation of biennial budget and spending plan of the Unit/Section.
- Performs other duties as required.

COMPETENCIES:

- **Professionalism** – Knowledge of the Organization's rules and regulations as they pertain to space management and of industry standards and practices in space management. Ability to prepare read and interpret detailed space analysis reports and architectural floor plans. 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.

- **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.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **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 efficiently.
- **Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

QUALIFICATIONS:

Education: A first-level university degree in architecture or related field is required. Advanced university degree is desirable.

Experience: A minimum of 1-2 years of progressively responsible experience in facilities management, building management, architecture, space administrative services or related area.

Language: English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English and Thai is required. Knowledge of another official United Nations language is an advantage.

Other skills: Extensive knowledge of computer aided design and project management soft-wares including AutoCAD and MS Project are required in addition to general office soft-wares knowledge including MS Excel and MS Word.

Qualified women are encouraged to apply.

UNESCO reserves the right to appoint staff at one level below the advertised level of the post.

Applicants are requested to complete a United Nations Personal History Form (P.11), available at the UNESCO internet website: <<http://www.unescap.org/jobs/>>.

Note to current staff members at the General Service level:

Should a current General Service staff member be selected for this post, he/she would need to resign from his/her General Service appointment before receiving a new appointment at the NO level. Locally recruited General Service staff members applying for this post must meet the minimum requirements, including academic qualifications and years of relevant professional experience. Experience in the General Service category does not count as professional experience. Current staff may contact Mr. Yun-Hui Sheng of HRMS at shengy@un.org should they require further guidance.

All applications should be sent to: Chief, Human Resources Management Section, Administrative Services Division, UNESCO, United Nations Building, Ratchadamnoen Nok Avenue, Bangkok 10200, Thailand, preferably through internet e-mail address: escap-application@un.org, otherwise by Fax: (66 2) 288 1045 or 288 1000.

PLEASE REFER TO THE VACANCY ANNOUNCEMENT NUMBER AND THE FUNCTIONAL TITLE IN ANY CORRESPONDENCE.

Due to the volume of applications, only candidates under positive consideration will be contacted for telephone interviews.

DATE OF ISSUANCE: 29 January 2010