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Job Description

## Head, Facilities Management and Engineering Unit(P3) - (2018/0249 (179344))

Organization: MTGS-Facilities Management Engineering Unit

Primary Location: Austria-Lower Austria-Seibersdorf-IAEA Laboratories in Seibersdorf

Job Posting: 2018-04-10, 10:30:36 AM

Closing Date: 2018-05-25, 11:59:00 PM

Duration in Months: 36

Contract Type: Fixed Term - Regular

Probation Period: 1 Year

### Organizational Setting

The Department of Management (MT) provides a 'platform of services' that serves as a foundation for the successful delivery of the IAEA's scientific and technical programmes. Its mission statement is as follows: "MT is a partner and a business enabler that champions change and efficiency, leveraging a common purpose". Thus, among other support activities, it assists a scientific manager in recruiting the right expert, helps a technical officer coordinate the purchase of radiation equipment, and ensures that all Board documents are translated and distributed on a timely basis to Member States.

The Department of Management's Division of General Services (MTGS) provides support functions to the IAEA through its five Sections, namely the Archives and Records Section (ARMS), the Commissary Management Section (CMS), the Facilities Management Section (FMS), the Transport and General Support Section (TGSS), and the Seibersdorf Complex Management Section (SCMS).

Among the five Sections, the Seibersdorf Complex Management Section (SCMS) provides site operation technical and administrative services to the work of the IAEA's laboratories. SCMS services include facilities, technical, engineering, property and transport management, and site security through its management of the Seibersdorf Protective Force (SPF). The Section has a diverse complement of 35 staff, including technicians, drivers, procurement assistants and IT support. The armed SPF provides around-the-clock security for the site.

### Main Purpose

Reporting to the Head, Seibersdorf Complex Management Section, the Unit Head organises and coordinates the implementation of all SCMS project activities related to technical engineering and facilities management. S/he initiates and coordinates preparation of design proposals, technical specifications, drawings, cost estimates and bills of quantities for Laboratories buildings and construction related projects. S/he further oversees planning a cost-effective preventive maintenance programmes for building elements and technical services. In addition, s/he supervises technical service contracts and updates facilities management data for the site.

### Role

The Unit Head is: (1) a coordinator of various facilities management related activities, technical maintenance and infrastructure-related services for the IAEA laboratories complex at Seibersdorf. (2) an analyst gathering information and reviewing Annual Safety Review recommendations on maintenance, environmental, health, safety, energy, controls/instrumentation, civil engineering and HVAC needs and supervising implementation of necessary improvements. (3) a liaison with Divisions and Departments in respect of requests for facilities and technical support activities, services contracts, supplies, as well as with external vendors, for the allocation of appropriate resources and project management.

### Functions / Key Results Expected

- Leads and manages a results-based and client-focused approach to the support services and operations provided by Facilities Management and Engineering Unit, namely, technical maintenance and operation of major installations (Electrical/Electronics/HVAC/Liquid-Gas-Sanitary), building and grounds, supplies, furniture, fleet operation, toxic waste and dangerous goods, occupational safety, cleaning and technical services with specialized contractors and experts.
- Provides leadership and effective teamwork for the Unit through systematic briefings and consultation with staff on technical proposals and its financial implications on the work and project implementation.
- Prepares budgetary inputs for the corresponding maintenance operations, infrastructure upgrades at Laboratories complex, initiates and drafts technical documents such as Standard Operating Procedures (SOPs), Statement of Works (SoW), Task Orders, Guidelines and Policies in order to standardize the support and services provided.
- Manages computerized monitoring systems for the management of work orders for technical operations such as Permits to Work (PTW), On Call and Services Desk Requests and ensures the correctness and completeness of data inputs.
- Reviews and analyses technical proposals for applicability, relevance and suitability to requirements as well as conducts research to identify best practices and methods, regulatory requirements to ensure efficient delivery of services by contractors and outsourced companies.
- Oversees the progress of engineering projects, identifies implementation challenges and recommends solutions, prepares reports and document the lessons learnt.

### Competencies and Expertise

#### Core Competencies

Name	Definition
Planning and Organizing	Sets clearly defined objectives for himself/herself and the team or Section. Identifies and organizes deployment of resources based on assessed needs, taking into account possible changing circumstances. Monitors team's performance in meeting the assigned deadlines and milestones.
Communication	Encourages open communication and builds consensus. Uses tact and discretion in dealing with sensitive information, and keeps staff informed of decisions and directives as appropriate.
Achieving Results	Sets realistic targets for himself/herself and for the team; ensures availability of resources and supports staff members in achieving results. Monitors progress and performance; evaluates achievements and integrates lessons learned.
Teamwork	Encourages teamwork, builds effective teams and resolves problems by creating a supportive and collaborative team spirit, remaining mindful of the need to collaborate with people outside the immediate area of responsibility.

#### Functional Competencies

Name	Definition
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Analytical thinking	Applies business analytics to establish programme priorities. Makes rational judgements from the available information and analysis.
Client orientation	Examines client plans and develops services and options to support ongoing relationships. Develops solutions that add value to the Agency's programmes and operations.
Judgement/decision making	Consults with and seeks advice at the appropriate managerial level when making complex decisions. Facilitates dialogue and development of best practice to support judgement/decision making, in full compliance with the Agency's regulations and rules.

#### Required Expertise

Function	Name	Expertise Description
Finance	Accounting	Knowledge of IPSAS desirable.
Finance	Budget and Financial Management	Knowledge of financial regulations, rules and procedures related to budget and programme management of international organization required.
Information Technology	Information Technology and Data Processing	Hands-on experience in use of an Enterprise Resource Planning (ERP) system.
Administrative Support	MS Office (Word, Excel, Outlook, PowerPoint)	Skills in AutoCAD, MS Project and facilities management systems.
Procurement Services	Procurement	Knowledge of rules applicable to procurement in an international organization is an advantage.

#### Qualifications, Experience and Language skills

- University degree in civil engineering, building, architecture or related engineering studies.
- Minimum of five years of relevant experience in facilities management, construction activities and maintenance of large infrastructure complex, including experience in an international environment.
- Experience with drafting specifications, preparing estimates for construction related work and handling the procurement of outsourced facility management services.
- Project management experience in a facilities management environment.
- Excellent oral and written command of English. Knowledge of other official IAEA languages (Arabic, Chinese, French, Russian and Spanish) is an asset.

#### Remuneration

The IAEA offers an attractive remuneration package including a tax-free annual net base salary starting at **US \$59151** (subject to mandatory deductions for pension contributions and health insurance), a variable [post adjustment](#) which currently amounts to **US \$ 31173\***, dependency benefits, [rental subsidy](#), [education grant](#), [relocation](#) and [repatriation expenses](#); 6 weeks' annual vacation, [home leave](#), [pension plan](#) and [health insurance](#)

#### Applications from qualified women and candidates from developing countries are encouraged

Applicants should be aware that IAEA staff members are international civil servants and may not accept instructions from any other authority. The IAEA is committed to applying the highest ethical standards in carrying out its mandate. As part of the United Nations common system, the IAEA subscribes to the following core ethical standards (or values): [Integrity](#), [Professionalism](#) and [Respect for diversity](#). Staff members may be assigned to any location. The IAEA retains the discretion not to make any appointment to this vacancy, to make an appointment at a lower grade or with a different contract type, or to make an appointment with a modified job description or for shorter duration than indicated above. Testing may be part of the recruitment process

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