Post Title: Foreman (Maintenance)
Domain: Technical Services and Maintenance
Post Number: 1ITSC 1019TP
Grade: GS-5
Organizational Unit: Abdus Salam International Centre for Theoretical Physics
Primary Location: Trieste, Italy
Recruitment open to: Internal and external candidates
Type of contract: Fixed-Term
Deadline (midnight Trieste time): 17 March 2021

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

OVERVIEW OF THE FUNCTIONS OF THE POST

Founded in 1964 by the late Nobel Laureate Abdus Salam and located in Trieste (Italy), the Abdus Salam International Centre for Theoretical Physics (ICTP) seeks to accomplish its mandate by providing scientists from developing countries with the continuing education and skills that they need to enjoy long and productive careers. ICTP has been a major force in stemming the scientific brain drain from the developing world. For more than 50 years, ICTP has been a driving force behind global efforts to advance scientific expertise in the developing world.

Under the direct supervision of the Senior Operations Officer, the incumbent will plan, coordinate and overview the work of the Technical Services and Maintenance Team at the various buildings on the campus, for ordinary and extraordinary maintenance, as well as for the provision of general facility services. The incumbent will monitor the work of external service providers in these areas. From the daily observance of the buildings and their use and contact with the users, he/she will suggest improvements that could enhance the real and perceived functioning of the facilities or reduce the operational costs. Essential responsibilities include:

• Assist the supervisor with the technical aspects of the preparation of annual and medium term maintenance plans; indicate areas in need of intervention, with evaluation of costs, manpower requirements, materials, techniques, timelines and orders for external works needed to perform all aspects of maintenance of the office buildings used by the Centre; control, operation, maintenance and installation of devices related to the electrical power station, heating, cooling and fire security systems, power supply system, plumbing/water systems. Make contributions to the Centre's facility management by monitoring the functioning of the premises and proactively propose preventive measures and improvements.
• Organize independently the maintenance works and the provision of facility services by the Team, according to defined priorities, funds and available human resources while minimizing possible interferences with the ongoing activities at the Centre.
• Supervise the works and services provided by external companies/personnel, in terms of correctness and quality, efficacy, safety, compliance with deadlines and contractual conditions. Propose external suppliers for goods and services, collaborate with Procurement in the preparation of relevant bids in line with UNESCO rules.
• Set, explain and review work requirements, work methods and procedures, provide instructions to and monitor performance of the directly reports. Train new staff and consultants when needed. Ensure good teamwork and a service-minded problem-solving attitude within the maintenance team.

COMPETENCIES

A successful candidate will be required to demonstrate the following competencies:

• Accountability.
• Communication.
• Teamwork.
• Innovation.
• Results focus.
• Planning and organizing.
• Knowledge sharing and continuous improvement.

For detailed information please consult the UNESCO Competency Framework
https://en.unesco.org/sites/default/files/competency_framework_e.pdf
REQUIRED QUALIFICATIONS

EDUCATION
• Completed secondary, technical and/or vocational school.

WORK EXPERIENCE
• At least five (5) years of relevant working experience in facility management and maintenance.

SKILLS/COMPETENCIES
• Good knowledge of modern, electronic systems related to plumbing water, electrical stations, hydraulic, heating and conditioning systems, ordinary and extraordinary maintenance skills.
• Knowledge of EU and national norms and developments pertaining to electrical, plumbing, fire and security regulations and heating/cooling systems.
• Excellent supervisory skills.
• Ability to organize and lead the work of the team.
• Good knowledge of standard computer hardware and software applications.
• Ability to work quickly and efficiently under pressure with minimum supervision.
• Excellent communication and interpersonal skills with strong client orientation.

LANGUAGES
• Excellent knowledge (spoken and written) of English and Italian.

ADDITIONAL INFORMATION
Only candidates who are entitled to work in the E.U. may apply to this position. Please note that for this position UNESCO will not reimburse expenses such as travel in connection with interviews, tests and relocation.

BENEFITS AND ENTITLEMENTS
UNESCO’s salaries consist of a basic salary and other benefits which may include if applicable: 30 days annual leave, family allowance, medical insurance, pension plan etc.

For more information in benefits and entitlements, please consult ICSC website and UNESCO’s career website.

MORE INFORMATION
Please note that all candidates must complete an on-line application and provide complete and accurate information. No modifications can be made to the application submitted. The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview.

Candidates must use the UNESCO’s online application system which is accessible through the following links:

For current UNESCO fixed-term staff members: UNESCO Intranet > Tools > HR Apps > Careers. If you are working remotely, you should connect to Careers portal through connect.unesco.org

For all other candidates: https://careers.unesco.org

For information: Personnel Office, Abdus Salam International Centre for Theoretical Physics, Strada Costiera, 11, 34151 Trieste, Italy.
E-mail: personnel_office@ictp.it, phone: +39-040-2240-595/596/695

AN ASSESSMENT EXERCISE MAY BE USED IN THE EVALUATION OF CANDIDATES.