**Post Title:** Associate Facility Management Officer  
**Domain:** Technical Facilities Management  
**Post Number:** ITSCPA 110TP  
**Grade:** P-2  
**Organizational Unit:** International Centre for Theoretical Physics (ICTP)  
**Primary Location:** Trieste, Italy  
**Recruitment open to:** Internal and external candidates  
**Type of contract:** Project Appointment (1 year)  
**Deadline (midnight, Paris time):** 14 October 2022

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

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**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.

The purpose of this position is to plan and manage projects and oversee services provided by vendors related to technical facility management and to ensure adherence to and implementation of safety measures and issues on the campus.

Under the direct supervision on the Senior Operations Officer, the incumbent will collaborate in the preparation of budget plans and tenders, and will be responsible for the preparation and completion of approved projects and other services in order to maintain and improve facilities and infrastructure of the campus. The responsibilities include:

- Plan and oversee the assigned maintenance projects and services performed by third parties, and collaborate with the Procurement Unit in order to acquire the services. Ensure quality control and timelines of delivered services in collaboration with other responsible offices and communicate with the service providers.
- As a member of the Technical Services and Maintenance Team, be responsible for work safety, prepare and update relevant Standard Operating Procedures and oversee their implementation.
- Act as co-allotment holder for maintenance budget, track expenses and confirm the receipt of goods and services.
- Collaborate with stakeholders in the organizations located on the campus and with service providers to implement the assigned projects, discuss requirements with service providers and monitor their work.
- Work closely with Procurement in order to draft the technical part of tenders and with ICTS for all facilities related matters.
- Participate in meetings with the local authorities and lead the technical discussions.
- Independently resolve routine building management/maintenance problems.

**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%20Framework_E.pdf)
REQUIRED QUALIFICATIONS

**Education**
- Advanced university degree (Master's degree or equivalent) in facilities management, engineering (preferably electrical or mechanical engineering), logistics, or other related fields. A first-level university degree in combination with an additional two (2) years of qualifying professional experience may be accepted in lieu of the advanced university degree.

**Work Experience**
- Minimum of two (2) years of relevant professional experience in engineering, facilities management, logistics experience, or other related fields.
- Experience in building engineering systems, with practical involvement in the procedures required to implement operational routines for large buildings.

**Skills/Competencies**
- Demonstrated ability to organize and prioritize workloads and to work under pressure to deadlines.
- Ability to read and interpret construction blueprints, specifications, drawings, maps, and/or other related technical documents, interpret and apply applicable laws, rules, and regulations.
- Proven track record in analyzing and making sound recommendations on complex management and administrative issues, including identifying alternative solutions, projecting consequences of proposed actions, and making recommendations in support of goals.
- Ability to develop project schedules and estimate costs over time.
- Ability to work independently under general guidance, and to exercise initiative and judgement.
- Integrity, tact, discretion and the ability to work as part of a team in an international environment.
- Initiative and effective problem solving skills.
- Good knowledge of standard computer hardware and software applications.
- Demonstrated ability to communicate effectively (both written and oral).

**Languages**
- Excellent knowledge (spoken and written) of English.

DESIRABLE QUALIFICATIONS

**Work Experience**
- At least one (1) year of relevant working experience acquired at international level.

**Languages**
- Knowledge of Italian.
- Knowledge of another official UNESCO language (Arabic, Chinese, French, Russian, Spanish).

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.


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. UNESCO uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates.

Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided.

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