

JOB OPENING

April 23, 2015

Job opening number : 2015-001/NO/ADM

To : All personnel of the ECLAC System

From : Juliana Martínez, Recruitment Officer
Human Resources Section

Functional Title : Chief, Building Management and Maintenance Unit

Category & Level : NO-D

Location in the Organization : Division of Administration

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

RESPONSIBILITIES

Under the close supervision of the Chief, General Services Section, the incumbent is responsible for the following duties:

- a) Management and administration of Unit's operations: Plans and oversees activities undertaken by the Building Management Unit. Ensures that programmed activities are carried out in a timely fashion, to be implemented under the Enterprise Resource Planning System Umoja, coordinating diverse projects in the Unit, and, in liaison with other sections and divisions within the organization and across the United Nations System, and agencies as appropriate. Develops and coordinates short and long-range plans in order to effectively maintain and operate facilities and equipment by putting together preventive and predictive maintenance plans, tracking post's property inventory, determining and tracking equipment replacement dates, performing annual condition inspections, determining facility condition indexes, developing work orders, preparing inspection documentation, maintaining development master plan, and formulating facility budgets.
- b) Strategic Infrastructure Planning: Provides policy guidance to the Chief of General Services, on conceptual strategy development and implementation of overall strategies and intra and inter-divisional/departmental policies and procedures by:

Establishing policies, plans, frameworks and work programme, oriented towards maintaining a healthy and safe work environment for staff members and visitors at ECLAC compound, including operational plans, emergency and strategic plans, and energy conservation planning. Developing and coordinating the Strategic Capital Review (SCR) plan on future alterations, improvements and major maintenance strategies in accordance to safety codes and industry standards.

c) Major maintenance and Minor alterations Programme management: Develops, manages, supervises and carries out the work programme and the corresponding annual and biennium budget and the resulting procurement plan, to be implemented under the Enterprise Resource Planning system Umoja, by: Evaluates and reviews proposed projects, taking into account such factors as user requirements, aesthetics, architectural integrity, sustainability, local regulations, occupancy phasing, available space and existing conditions; Assigns and monitors performance indicators reporting on budget/programme performance providing clear information; Formulates requirements and scopes of work, and the actual administrative overview of construction activities in order to assure quality of services received and contract compliance (in accordance to the approved budget, schedules, and conformity to industry standards); Management of the programme planning process with respect to timeline schedules, milestones, key deliverables, logistics, and budget including but not limited to Section 34 budget and related budget lines in section 20 including analysis of reports produced to date on proposed planning, design, and construction strategies and providing expert opinion on their feasibility; Plans and supervises the upgrading and construction of new installations and remodeling and improvement of current premises including technical recommendations, assessment, and assistance on facilities' matters not only to Santiago's compound but also to ECLAC's sub-regional and national offices.

d) Building Operations and Maintenance sub-unit management: Oversees operation, preventive maintenance, and repair of; physical plant through formulation of requirements and supervision of external contractors in charge of custodial, cleaning, waste management, landscape maintenance, landscaping and various technical maintenance services for equipment and infrastructure such as boilers, hydropneumatic, air conditioning systems, electrical installations and others.

e) Property and Plant Management sub-unit management : Property and Plant Management by establishing and applying guidelines related to Property, Plant and Equipment (PPE) management and control procedures under IPSAS for both inventories and fixed assets by the following actions: Oversee the functions of receiving and inspection, product supply, asset identification and monitoring, and final disposal, which includes preparation of documentation and arrangement of meetings for the Property Survey Board; Supervision of the annual impairment review process and the resulting adjustments in accounting entries; annual useful life review process; and the periodic physical verification of property inventory, plant and equipment; Accountability and proper tracking mechanisms according to organizational standards and comply with IPSAS accounting standards in assurance with the established valuation methodology; Monitor the established system of controls, procedures, and forms for the record of fixed assets, including depreciation, and conditions of potential impairment existence, making recommendations on improvement of asset utilization and asset disposal; Plans acquisition and provision of commonly consumed items such as office supplies as well as maintenance parts and equipment, supporting reconciliation of the accounting balance, including depreciation expenses and annual additions and disposals, in the summary- level account reported in the financial records; Prepares financial, administrative and monthly performance reports for services rendered, reviewing and clearing invoices; Provide support to budget performance analysis of fixed asset acquisition and capital expenditures vis-à-vis fixed asset registry; In addition the incumbent provides technical recommendations, assessment, and assistance on property-related matters to ECLAC's sub-regional and national offices.

f) Staff Management: Manages unit's staff by coordinating various actions related to the administration of the unit's human resource related activities, e.g., recruitment, placement, promotion, relocation, performance appraisal, job classification reviews, separation of staff members, training, etc., ensuring consistency in the application of UN rules and procedures. Cultivate teamwork approach, collaboration, and effective communication among staff in the Unit and across organizational boundaries promoting a healthy and friendly work environment; Administers E-Performance evaluation system, setting goals and providing technical feedback taking into account staff goals and objectives, institutional values and promoting high performance and high quality deliver.

g) Office Space Planning: Administer office-space by coordinating various actions related to the development, implementation, management and efficient use of the workspace resources in supporting ECLAC substantive offices and stakeholders activities, ensuring consistency in the application of UN space standards and industry regulations. Major activities included as following: Manage office space planning assisting in the establishment of stakeholder working groups to act in an advisory capacity at key milestones of work space implementation producing efficient and creative solutions in workspace. Generates office layouts determining; occupancy costs; effectiveness of the working environment; and environmental impact so that staff can work in a collaborative way across the organization, providing the best opportunities for efficient work flow, communication and supervision; Work collaboratively with the ECLAC substantive offices and stakeholders in assessing existing conditions, establishing critical issues, providing solutions to unusual planning and renovation challenging subjects, and implementing healthy, flexible environments that enhance user satisfaction, improve organization performance reducing lifecycle costs and help attract and retain key staff.

h) Building and infrastructure related environmental and accessibility initiatives: Development and implementation of environmental sustainable initiatives and projects, as well as implementation of good practices in order to achieve full accessibility and a healthy work environment for staff members with disability. Implementing energy saving and greening measures, developing/ adjusting environmental guidelines, ensuring adherence to industry and Organization's standards and policies.

i) Architectural, Engineering, and Construction Consulting Services management: Develops and coordinates proposals, terms of reference, and scope of services with respect to procurement exercises for contracting of required consultancy services. Ensuring proper planning and development of scopes of work, recommending commercial conditions of contracts, required credentials and certifications, and other specific technical provisions. Clearing reports on completion of services rendered/ goods installed/ received processing the payment of contractors' invoices and monitor payments.

j) Global Property Insurance Management: Develops and coordinates annual insurance submittals including building and equipment valuation, and policy coverage with respect to facilities ensuring proper planning and development of policy coverage, Preparation of underwriting submissions, applications and renewal proposals, including the collection of relevant underwriting data dealing with amendments and policy renewal, handling queries and any other ad hoc administrative tasks recommending conditions of contracts, and other specific technical provisions. Assists Insurance and Disbursement Service IDS in Claim processing assessing building damages prepare the initial claim notice and documentation and to sustain meetings, as request by IDS, with different parties included in the claim process and to elaborate, collect and compile required documentation to substantiate claims including supporting documentation working with external forensic services to produce final claim.

COMPETENCIES

Professionalism: Knowledge of methodologies for project planning, budgeting, execution and evaluation of architecture and engineering projects, including compliance with international and local codes and standards, and proven ability in analytical work is required. Working knowledge of relevant local codes and regulations such as Códigos y Normas Técnicas de Edificación e Infraestructura en Chile (INN, MINVU, LNV); ISO/IEC, ASTM International, ISO standards 9000 and 14000, are required. 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; 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 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.

Managerial Competencies

Leadership: Serves as a role model that other people want to follow: empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvements; does not accept the status quo; shows the courage to take unpopular stands. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.

Managing Performance: Delegates the appropriate responsibility, accountability and decision-making authority; makes sure that roles, responsibilities and reporting lines are clear to each staff member; accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; monitors progress against milestones and deadlines; regularly discusses performance and provides feedback and coaching to staff; encourages risk-taking and supports creativity and initiative; actively supports the development and career aspirations of staff; appraises performance fairly.

QUALIFICATIONS

Education: Advanced university degree (Master's degree or equivalent) in Architecture, Engineering, Constructions or related area is required. A first-level university degree in combination with 2 (two) additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience: At least seven years of progressively responsible experience in building management and Facilities administration or Architecture, Engineering and Construction Sector (AEC) including at least two years at the international level are required. At least three years of significant managerial responsibility in a client support environment is required. Experience in managing major building renovation projects and/or administrating and managing facilities consisting of multiple buildings in a multicultural environment is also required. Experience working in the United Nations Common System is desirable.

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

*DEADLINE FOR SUBMISSION OF APPLICATIONS IS
23 May, 2015*

Interested candidates must send their PHP and a cover letter to: staffing@cepal.org, indicating the Job Opening number 2015-001/NO/ADM in the email subject.

*For this post, only candidates with Chilean nationality may apply.
This is a local post; therefore incumbents are not entitled to any international benefits.*