

Job Description Form for Jobs in the Professional and higher categories



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION
ORGANISATION DES NATIONS UNIES POUR LE DEVELOPEMENT INDUSTRIEL
ORGANIZACION DE LAS NACIONES UNIDAS PARA EL DESARROLLO INDUSTRIAL

JOB PROFILE

Functional Title:	Junior Professional Officer (JPO)	Grade: L2
Organizational Unit:	Facility Management Services (BMS) Directorate of Corporate Services and Operations (COR)	
Duty Station:	Vienna, Austria	Supervisor's Title and Grade: Chief, P-5

I. Organizational Context (generic text)

The United Nations Industrial Development Organization (UNIDO) is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. The mission of UNIDO, as described in the Lima Declaration adopted at the fifteenth session of the UNIDO General Conference in 2013 as well as the Abu Dhabi Declaration adopted at the eighteenth session of UNIDO General Conference in 2019, is to promote and accelerate inclusive and sustainable industrial development (ISID) in Member States. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development. UNIDO's mandate is fully recognized in SDG-9, which calls to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". The relevance of ISID, however, applies in greater or lesser extent to all SDGs. Accordingly, the Organization's programmatic focus is structured in four strategic priorities: Creating shared prosperity; Advancing economic competitiveness; Safeguarding the environment; and Strengthening knowledge and institutions.

Each of these programmatic fields of activity contains a number of individual programmes, which are implemented in a holistic manner to achieve effective outcomes and impacts through UNIDO's four enabling functions: (i) technical cooperation; (ii) analytical and research functions and policy advisory services; (iii) normative functions and standards and quality-related activities; and (iv) convening and partnerships for knowledge transfer, networking and industrial cooperation. Such core functions are carried out in Departments/Offices in its Headquarters, Regional Offices and Hubs and Country Offices.

The Directorate of Corporate Services and Operations (COR), headed by a Managing Director, is responsible and accountable for the management of UNIDO's human, financial and material resources, ensuring the capacity of the Organization to fulfil its mandate. The Directorate oversees a full range of financial, human resources, learning and staff development, procurement, information technology and general services to meet the service support needs of the Organization as a whole. Additionally, the Directorate houses the Gender Equality and Empowerment of Women Unit and the Ethics and Accountability Unit as well as oversees their operations. Furthermore, the Directorate provides guidance on personnel security and safety matters and ensures the overall coordination of UNIDO's response in this regard.

This position is located under the Facility Management Services. As part of the common services, on behalf of and financed by the VBOs, the Facility Management Services (COR/BMS) of UNIDO is responsible for ensuring the safe and reliable operation, maintenance and repair of the Vienna International Centre (VIC) buildings and associated installations according to the local building codes and standards, and according to the VIC operating license conditions.

Functions:

- Propose and develop policies, life cycle maintenance and improvement plans for efficient, effective and safe buildings management, administration, and operations for consideration by the Managing Director of COR, taking into account best practices and standards; promote and proactively implement these policies and standards;
- Manage and administer the operation, maintenance and repair of the grounds, buildings and related installations and equipment of the VIC complex on behalf of, and in close consultation with, the VBOs under the terms of the Memorandum of Understanding on Common Services;
- Provide efficient, effective and quality services to the VBOs for all facility management activities;
- Manage the projects financed by the Common Fund for Major Repairs and Replacements at the VIC on behalf of the VBOs and the Government of Austria;
- Take measures to meet strict requirements in respect of waste disposal, bacteriological and chemical control of the water and air in the buildings;
- In close cooperation with the Learning and Development Services (COR/LED), define, plan, and implement skills related training for its personnel;

- Provide the required support to the catering operations of the VIC;
- Provide management responses to audit observations and ensure the timely implementation of agreed-upon recommendations;
- Cooperate with relevant bodies with a view to harmonizing and exchanging information.

The Junior Professional Officer (JPO) assignment will be task driven. He/she will work under the overall guidance of the Chief, in the Facility Management Services (COR/BMS). The work plan will be prepared jointly by the direct supervisor, Director/Chief and the JPO and will be updated periodically. Guidance will be provided on daily work outputs and they are monitored against tasks assigned and actually achieved.

The UNIDO Staff Performance Management System reinforces the collaboration within formal units as well as among cross-functional teams. In this context, the incumbent collaborates with his/her team and colleagues, within as well as outside the unit. Within the formal teams, the incumbent may be expected to backstop other team members as required

Staff members are subject to the authority of the Director General and in this context all staff are expected to serve in any assignment and duty station as determined by the needs of the Organization.

II. Main Responsibilities

- **Programme Development:** Assists in the development and formulation of complex multidisciplinary projects in the area of specialization of the BMS Services, in line with the guidelines and procedures governing the delivery of UNIDO services, and obtains internal approval.
Clarifies technical and financial aspects, prepares cost estimates and proposes a project prioritization.
- **Programme Implementation:** Assists in gathering data, analysing information, tracking status and rectifying actions related to ongoing projects and in the provision of projects implementation services ensuring that assigned inputs are delivered on time at the right level of quality and within the allocated budget. Therefore, assists in the preparation of the necessary inputs (consultant job descriptions, terms of reference, training arrangements, equipment specifications, etc.), monitors progress in implementation, including missions to the project site, takes part in oversight meetings, and assists the Evaluation Group in its evaluations of projects.
Discusses the implementation plan and detailed scheduling with the contracted company, plans and coordinates the support work carried out by BMS. Discusses the project with Austrian Authorities and obtains their approval. Follows closely the implementation progress, and regularly inspects work performed. In case of shortcomings, problems or deviations from the agreed work takes corrective measures immediately.
Takes over the Project from the external company, ensuring that project documentation is complete and in line with the BMS documentation rules. Checks final invoices against work performed, and requests the release of payments.
- **Global Forum Function:** Assists in the organization and running of UNIDO global forum activities (conferences, seminars, expert group meetings, etc.). Assist in the preparation of technical papers or other inputs for external seminars, conferences, expert group meetings, etc. Prepares UNIDO publications and other information dissemination aids and tools. Keeps abreast of technical and economic developments in the area of specialization of the BMS Services, through close contacts with specialized institutions and industry representatives, following the technical press, market developments and trends.
- **Other Special Projects:** Performs other special projects and assignments as required by the office and also beneficial for the development of the experience of the JPO.

III. Core Values and Competencies

Core Values

WE LIVE AND ACT WITH INTEGRITY: work honestly, openly and impartially.

WE SHOW PROFESSIONALISM: work hard and competently in a committed and responsible manner.

WE RESPECT DIVERSITY: work together effectively, respectfully and inclusively, regardless of our differences in culture and perspective.

Key Competencies

WE FOCUS ON PEOPLE: cooperate to fully reach our potential –and this is true for our colleagues as well as our clients. Emotional intelligence and receptiveness are vital parts of our UNIDO identity.

WE FOCUS ON RESULTS AND RESPONSIBILITIES: focus on planning, organizing and managing our work effectively and efficiently. We are responsible and accountable for achieving our results and meeting our performance standards. This accountability does not end with our colleagues and supervisors, but we also owe it to those, we serve and who have trusted us to contribute to a better, safer and healthier world.

WE COMMUNICATE AND EARN TRUST: communicate effectively with one another and build an environment of trust where we can all excel in our work.

WE THINK OUTSIDE THE BOX AND INNOVATE: To stay relevant, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.

IV. Minimum Organizational Requirements

Education:

Advanced university degree in Engineering, Architecture, Economics, Environmental Management, or other field relevant to UNIDO's mandate, is required.

Experience:

- A minimum of three (3) years of relevant professional experience in the application of the principles for the planning and management of large, multi-disciplinary complex engineering projects is required.
- Knowledge of different technical and complex areas in buildings and facility management is required.

Language Skills:

Fluency in written and spoken English is required. Fluency in or working knowledge of other official language(s) of the United Nations is desirable.

V. Learning Elements

- On-the-job training, where the incumbent will learn by doing, under supervision and/or exposure to best practices in the area of interaction with Member States.

At the completion of assignment, the incumbent should be in a position to:

- Understand the concepts of working with international organizations and/or similar, including Government institutions;
- Participate in relevant phases of the working process;
- Work effectively in a diverse and multi-cultural environment.