



International Organization for Migration (IOM)  
The UN Migration Agency

### **Open to Internal and External Candidates**

Position Title : **Maintenance Assistant**  
Duty Station : **Cairo, Egypt**  
Classification : **General Service Staff, Grade G3**  
Type of Appointment : **One Year Fixed Term with possibility of extension**  
Estimated Start Date : **As soon as possible**  
Reference Code : **VN-CAI/2018/07**  
Closing Date : **May 28, 2018**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

#### **Context:**

Under the overall guidance of the Resource Management Officer (RMO) in Cairo, and the direct supervision of the Logistics & Procurement Assistant, the incumbent shall be responsible for carrying out procurement and logistics functions in accordance with IOM's regulations, rules and procedures. In particular, the incumbent will have the following functions:

#### **Core Functions / Responsibilities:**

1. Troubleshoot minor maintenance problems involving electrical, structural, plumbing, and equipment repair or replacement.
2. Keep record of maintenance and repairs and assist in scheduling of preventive maintenance in coordination with the national logistic assistant.
3. Maintain inventory and submits written requests for the required supplies.
4. Perform preventive building maintenance duties, repairs and replaces broken windows & doors.
5. Perform routine plumbing repairs such as unblocking toilets, sinks, fixing water leaks, and leaking faucets.
6. Perform routine electrical repairs such as changing light bulbs or fluorescent lamps and assists in repairing ballast and light fixtures.

7. Ensure preventive maintenance of IOM office/building/warehouse is done on scheduled manner.
8. Repair and replaces door knobs or locks, repairs door closures, patches holes in walls.
9. Monitor and follow up diesel for generator & water tanks usage and inform the Logistics & Procurement Assistant for any shortage.
10. Assist in moving and relocating office furniture and fixtures.
11. Accompany outsourced maintenance workers at IOM premises and check the quality of service provided.
12. Perform such other duties as may be assigned.

### **Required Qualifications and Experience**

- Effectively applies specialized knowledge of logistics and procurement to timely source goods and services
- Secondary School Diploma
- 3 years of experience

### **Languages**

Good in **English**.

### **Required Competencies**

#### **Accountability**

- Accepts and gives constructive criticism
- Follows all relevant procedures, processes, and policies
- Meets deadline, cost, and quality requirements for outputs
- Monitors own work to correct errors
- Takes responsibility for meeting commitments and for any shortcomings

#### **Client Orientation**

- Identifies the immediate and peripheral clients of own work

#### **Continuous Learning**

- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills

#### **Communication**

- Actively shares relevant information
- Writes clearly and effectively, adapting wording and style to the intended audience
- Listens effectively and communicates clearly, adapting delivery to the audience

#### **Performance Management**

- Provides constructive feedback to colleagues

#### **Professionalism**

- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation
- Persistent, calm, and polite in the face of challenges and stress
- Treats all colleagues with respect and dignity
- Works effectively with people from different cultures by adapting to relevant cultural contexts
- Knowledgeable about and promotes IOM core mandate and migration Solutions

### **Teamwork**

- Actively contributes to an effective, collegial, and agreeable team environment
- Contributes to, and follows team objectives
- Gives credit where credit is due
- Seeks input and feedback from others
- Actively supports and implements final group decisions

### **Other**

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighboring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighboring country located within commuting distance, and work permit, as applicable.

### **How to apply:**

Interested candidates are invited to submit their **application** and **cover letter** not later than **Monday, the 28<sup>th</sup> of May 2018**, at **17:00** O'clock, **Cairo** time on [www.egypt.iom.int](http://www.egypt.iom.int)

In addition, please note that only the applications which would have been duly done, and which would have been submitted and received through IOM website within the announced time frame would be valid & considered for the announced vacancy.

Kindly note that for efficiency reasons, only shortlisted candidates will be contacted.