



UNITED NATIONS WORLD FOOD PROGRAMME
(REF: WFP/TR/2014/SC/53)

DATE OF ISSUE: 14/11/2014
Deadline for applications: 29/11/2014

Job Title: Site Maintenance Assistant (One position)

Contract: Service Contract (SC4)

Duty Station: Gaziantep Turkey

Supervision received: The Site Maintenance Assistant reports to the Finance/Admin Officer in Gaziantep

Duration: Till 31.12.2014 (extendable)

Female candidates are encouraged to apply

Accountabilities: Within delegated authority, the Site Maintenance Assistant will be responsible for the following duties:

- Carry out inside and outside maintenance and installation work;
- Manage all mechanical and electronic works including doors, locks, furniture, generators, water pumps, etc;
- Assist in setting-up of meeting rooms and conference rooms;
- Give technical support and assistance to external contractors during specific maintenance schedules;
- Perform carpentry work in office spaces, moving walls, doors and repairing furniture as required;
- Plan and follow up the daily work of porters, cleaners and gardeners.
- Prepare and follow up execution of yearly plan of larger scale works to be done. As required, take action to address unplanned extraordinary issues;
- Keep record of furniture and inventory numbers. Attach new numbers upon reception of new inventory item and remove upon disposal. Organise the repair and disposal of equipment and material as required;
- Through the portering and cleaning services provide support for moving assets and reorganizing workstations as per the space plans received. Oversee the reinstallation of the new workstation accommodating staff member needs and space planning regulations and limitations;
- Through the portering and cleaning services assist in conference, meeting, and other events set up and ensure good progression. Organise transportation of equipment and material for before mentioned as required;
- Record keeping of works undertaken for monthly payment purposes. Verify invoices accordingly, and take action to amend as required;
- Perform other related duties as required.

Minimum qualifications:

Education:

Secondary school education.

Experience:

At least three years of experience in support functions.

Knowledge: Experience utilizing computers, including word processing, spreadsheet and other software packages

Language: Fluency in both oral and written communication in Turkish and in English.

**We are looking for national candidates for the position.
Preferably candidates who are residing in location or surrounding areas.**

IN ORDER TO APPLY:

Applicants should follow application process below and submit their CV no later than 29th November 2014, 17:30 hours.

Application procedures:

Go to: <http://i-recruitment.wfp.org/vacancies/14-0016719>

Step 1: Create your online CV

Step 2: Click on "Description" to read the position requirements and "Apply" to submit your application.

NOTE: You must complete Step 2 in order for your application to be considered for this vacancy

Only short - listed candidates will be contacted.