



**UNITED NATIONS
UNIVERSITY**

**LOCAL RECRUITMENT
Tokyo, Japan**

**VACANCY ANNOUNCEMENT
HQB Facility Services Coordinator
(Personnel Service Agreement - PSA)**

Organizational Unit : United Nations University – Centre, Headquarters Building

Reference Number : 2021/UNU/HQ/PSA/HQB/SA/47

Closing Date : Open until the positions are filled

United Nations University:

The United Nations University (UNU) is an international community of scholars, engaged in research, postgraduate teaching and capacity development and dissemination of knowledge in furthering the purposes and principles of the Charter of the United Nations. The mission of UNU is to contribute, through research and capacity building, to efforts to resolve the pressing global problems that are the concern of the United Nations and its Member States. For more information, please visit <http://unu.edu>.

We are looking for outstanding individuals with strong commitment to customer service and the potential to bring a significant contribution to the worldwide expansion of UNU's operations.

Responsibilities:

The HQB Facility Services Coordinator provides administrative support for the implementation of HQB Services in close communication with other UNU-Center units and the contractors related to UNU HQB.

Under the overall supervision of UNU-Administration Director, and under the direct guidance and supervision of the Conference and Facilities Manager, and in close coordination of other units of UNU-Centre, the main duties and responsibilities of the HQB Facility Services Coordinator include the day-to-day common services operations for UNU-Centre Tokyo, such as:

- Post specific responsibility
 - Oversees service providers for functions such as reception, security, parking, engineering, cleaning, waste disposal, postal service, landscaping maintenance, catering and technology;
 - Ensures by supervising the contractor (s) and routinely inspecting that UNU HQB is operating as it should on a daily basis, the basic machineries and fixtures are well-maintained, and keeping track of inventory items are conducted;
 - Develops, implements, and oversees renovation projects and preventative maintenance programs mainly fulfilled by the contractor (s) that include routine inspections and proactive maintenance of structures and equipment, along with evaluations of processes;
 - Assists the supervisor in preparing reports and schedules on space usage, building efficiency and lease contract management to be shared with stakeholders;

- Liaises with staff and tenants to identify their facilities related requirements, and proposes and manages cost-effective solutions, providing an effective response to customer queries and complaints where applicable, and to forward any other relevant units and sections;
- Ensures the security of the building and surrounding area by reviewing and updating, and implements various security measures in human security, access control for staff/visitors/contractor(s)/service provider(s), machine security such as surveillance cameras and security shatter, and emergency supply;
- Responds, reports and supervises the contractor (s) appropriately to emergencies or urgent issues as they arise, and deals with the consequences during working and non-working hours;
- Assists the supervisor in the implementation and maintenance of the UNU Environmental Management System (EMS) and other related actions such as UN Greening the Blue (GtB) and ISO 14001.
- General responsibility of HQB Services
 - Coordinates with other HQB members and provides necessary assistance in the day-to-day management and operation, related to HQB Services;
 - Ensures all UNU rules and regulations related to HQB services are consistent with operating procedures bearing in mind of efficiency and risk management;
 - Updates and maintains the intranet on the operational manuals and the various information;
 - Collects and compiles analytical data of HQB operations, and maintains documents, supporting materials, contracts and records of facilities, and prepares various reports, minutes, communications and other documents, as required;
 - Provides assistance to initiatives undertaken to improve workflow and streamline operations processes to enhance efficiency and productivity, and to reduce costs;
 - Prepares and conducts procurement-related activities; obtaining and evaluating proposals from vendors, providing technical briefing, preparing requestions/procurement requests, reviewing and evaluating offers;
 - Ensures while liaising with in-house entities that all agreed contractual conditions of products/services are fully implemented by the contractor(s);
 - Monitors daily transaction of income and expenditure in communication with the Operations Services, and keeps supporting documents such as invoices and reports; and
 - Performs any other related duties as may be assigned or required by the Manager or the Director of Administration.

Required Qualifications and Experience:

- Undergraduate degree in business administration, engineering, facilities management, and international relations or a related field of study or high school qualification with 4 years of relevant working experience;
- An extensive experience in technical, administrative and supervisory duties in an international setting, and a minimum of three (3) years of progressively responsible experience in the maintenance and operations of facilities, conference services, or related services is required;
- Experience in managing performance-based service contracts, repair/maintenance of the building, and construction projects of high dollar value complex contracts is an advantage;
- Knowledge of methodologies for project planning, execution, management and evaluation of engineering compliance standards is an advantage;
- Excellent communication skills with proficiency in both oral and written English and Japanese are essential;
- Knowledge and working experience in an international environment, especially with the United Nations system and/or a university, and in collaboration with diverse stakeholders, including government agencies, international organizations, and NGOs is desirable;
- Sound security awareness during working and non-working hours is essential;
- Excellent computer skills and proficiency in Microsoft Office Applications (MS Word, Excel, PowerPoint and Outlook) are essential; and
- Proven ability to manage Enterprise Resource Planning (ERP) is an advantage.

Remuneration:

The successful candidate will be employed under a local PSA contract and no relocation allowances apply. UNU offers an attractive compensation package including monthly net salary in the range JPY 360,333 – 413,167, commensurate with the experience and qualifications of the candidate. Benefits include 30 days annual leave and a health insurance scheme.

PSA holders are required to enroll in Japan's national social health care and pension insurance systems.

UNU is not liable for any taxes that may be levied on the remuneration you receive under this contract. Payment of any such taxes remains the sole responsibility of PSA holders.

Duration of contract:

The duration of the initial contract is 1 year. This is Personnel Service Agreement (PSA) contract with UNU, with the possibility for renewal subject to requirements and satisfactory work performance. The combined duration on a PSA contract with UNU may not exceed six (6) years. The mandatory age of retirement for PSA is 65 years.

Expected start date: As soon as possible

Application procedure:

Interested applicants should submit their applications online using the link through [Impactpool](#) and must upload the following:

- A cover letter setting out how the qualifications and experience match the requirements of the position (in English);
- A curriculum vitae and completed and signed [UNU Personal History \(P.11\)](#) form (both in English). Please avoid using similar forms provided by other United Nations organizations;
- A brief CV in Japanese
- Full contact information of three (3) referees; and
- An indication of the reference number of the vacancy announcement (2021/UNU/HQ/PSA/HQB/SA/47).

Only shortlisted candidates will be contacted for further process.

Assessment:

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview, background checks and references.

Special notice:

UNU does not sponsor a working visa for this position.

PSA holders do not hold international civil servant status nor are they considered a "staff member" as defined in the UN Staff Rules and Regulations.

UNU is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities to apply and become part of the organization. Applications from developing countries, and from women are strongly encouraged. Eligible internal applicants are encouraged to apply.

UNU has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNU, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination.

Information about UNU rosters:

UNU reserves the right to select one or more candidates from this vacancy announcement. We may also retain applications and consider candidates applying to this post for other similar positions with UNU at the same grade level and with similar job description, experience and educational requirements.

Scam warning:

UNU does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Should you receive a solicitation for the payment of a fee, please disregard it. Furthermore, please note that emblems, logos, names and addresses are easily copied and reproduced. Therefore, you are advised to apply particular care when submitting personal information on the web.