MACAU SPECIAL ADMINISTRATIVE REGION OF CHINA
VACANCY ANNOUNCEMENT

Staff Apartment Supervisor - Part-time
(Consultant Contract)

Organizational Unit: United Nations University – Institute on Computing and Society

Reference Number: 2019/UNU/CS/CTC/SAS/05

Applications to: By Email: apply_cs@unu.edu

All applications will be acknowledged.

Closing Date: 31 January 2019

United Nations University Objectives:

The United Nations University (UNU) is an international community of scholars engaged in research, postgraduate training and dissemination of knowledge in furtherance of the purposes and principles of the United Nations, its Peoples and Member States. It serves as a think tank for the United Nations system, contributes to capacity building—particularly in developing countries—as well as a platform for new and creative ideas and dialogue. In addition to the UNU Headquarters located in Tokyo, UNU has established fifteen institutes and programmes worldwide. For more information please visit http://unu.edu.

Institute on Computing and Society mission:

United Nations University - Institute on Computing and Society (UNU-CS) is a research institute at the intersection between information and communication technology (ICT) and international development. UNU-CS conducts policy-relevant research projects, focusing on key issues faced by societies as expressed in the UN 2030 Agenda for Sustainable Development through high-impact innovations and technologies. Through its research, UNU-CS encourages data-based and evidence-drive actions and policy towards achieving the Sustainable Development Goals.

One of the institute’s mission is to nurture the next generation of interdisciplinary computing, information and social scientists, and engineers to be thought leaders in the field of ICT for development. To this end, the institute seeks to build a team of experts to help deliver the institute’s mission and work plan.

UNU-CS is situated in Macau Special Administrative Region (S.A.R), China and it is the only UN entity in the city. Macau is one of the most dynamic regions in Asia, where technological innovations has become an integral part in driving social and economic development. A large ecosystem of private sector companies and technological start-ups are just a short distance away. Macao’s close proximity to China,
Hong Kong S.A.R and other Asian countries such as Japan, Korea, Vietnam and other Southeast Asian countries, provides an exciting opportunity for researchers and experts to maximize impact of their work.

More info can be found at [https://cs.unu.edu](https://cs.unu.edu)

**Responsibilities:**

Under the supervision of the Head of Administration, the Staff Apartment Supervisor will manage the Institute’s accommodation facilities, which is provided to designated members of UNU-CS under the availability of external funding. The work assignment is offsite, at the physical location of the staff apartment.

The successful candidate will be working part-time, with a maximum of 25 hours per month, under flexible time scheme. He/she may receive work requests and instructions under on-call basis.

The core responsibilities of the Staff Apartment Supervisor include:

- Manage the apartment facilities as the focal point of the staff apartment facilities of UNU-CS.
- Manage tenant-and-owner relationship on behalf of UNU-CS by facilitating communications when necessary. Communications would be both in written (emails) and/or oral format.
- Prepare the staff units for check-ins & check-outs when required, which includes pre-arrival site inspection, replenishment of supplies based on agreement, and coordinate post-departure cleaning orders with the Institute’s designated cleaning vendor.
- Facilitate check-ins and check-outs for tenants based on agreed timelines.
- Assign rooms and units for the designated tenants according to agreement.
- Safekeep and manage unit keys.
- Monitor and update monthly utility consumption of the units as required by service providers.
- Receive and coordinate unit repair and maintenance orders as per the Institute’s policy.

**Required qualifications and experience:**

- Excellent communication skills with a fluency in spoken and written English. Knowledge of spoken Cantonese or Mandarin is a must.
- Background or work knowledge in hostels, hotels or real estate property operations would be an asset.
- Able to work with minimum supervision and demonstrate high level of self-initiative.
- Able to commit to a flexible work modality.
- Strong team player with strong interpersonal skills demonstrated by the ability to work in a multicultural, multi-ethnic environment with sensitivity and respect for diversity.

**Remuneration:**

A monthly service fee of MOP$5,000 per month.

UN income is not subject to taxes in Macau. The contractor will be responsible for paying local taxes and other fiscal obligations.

This is a locally recruited post; no relocation allowance will apply. The Staff Apartment Supervisor shall be of the nationality of the country where the office concerned is located — in this particular case, Macau SAR.

The successful candidate will be employed as a service consultant (CTC) and will not hold international civil servant status, nor is he/she a “staff member” as defined in the United Nations Staff Rules and Regulations.

UNU-CS accepts no responsibility for the medical and life insurance or costs arising from accidents and illness incurred during the contract period.
Duration of contract:

The Staff Apartment Supervisor will be based in Macau, S.A.R, China, on a part-time basis (25 hours per month at maximum). The initial contract will be one (1) year. Renewal of contract will be subject to performance and the availability of the staff apartment facilities.

Starting date:

It is expected that the appointee will take up the position as soon as possible — at latest in the first quarter of 2019.

Application Procedure:

Interested applicants should submit their applications by email to apply_cs@unu.edu by 31 January 2019, and must include the following:

- A cover letter in English, setting out how the qualifications and experience match the requirements of the position;
- A curriculum vitae and a completed and signed UNU Personal History (P.11) form downloadable from the UNU website (please avoid using similar forms provided by other United Nations organizations);
- A subject line "Application for Staff Apartment Supervisor (Ref No: 2019/UNU/CS/CTC/SAS/05)"

Please note that applications received after the closing date will not be considered and only short-listed candidates will be offered the opportunity to interview for this position.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8).