



UNITED NATIONS MISSIONS FOR THE REFERENDUM IN WESTERN SAHARA  
MINURSO

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Date: 26 March 2019

Ref No: MINURSO/JO-NIC-19/003

## Job Opening

### National Individual Contractor

### Gym and Sports Facilities Custodian

Functional title

### Property Management Section

Department/Office/Division

01 April 2019

Deadline

Service/Section:	<b>Property Management Section</b>	Estimated Start Date:	<b>15/04/2019</b>
Duty Station:	<b>Laayoune/Western Sahara</b>	Possibility of Extension?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
Duration:	<b>(six) months</b>	Open to External Candidates?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

### DUTIES AND RESPONSIBILITIES

The MINURSO Gym and Sports Facilities Custodian/Attendant shall be responsible for the general maintenance and supervision of the facilities with the aim of ensuring the users have a safe and enjoyable experience. Specific duties include, but are not limited to:

- Ensure only Personnel with a valid UN ID card are permitted into the facilities and ensure MINURSO Gym Register is completed by each gym user.
- Ensure facility users adhere to MINURSO Gym Rules to provide a safe environment for users and protect the gym from property damage.
- Monitor the use of equipment by Carrying out routine maintenance of equipment and ensuring they are safe to use.
- Ensure equipment is returned to its rightful place and report any missing equipment
- General maintenance of gym equipment, facilities and equipment.
- Ensure all the weights are safely and appropriately placed and properly used.
- Clean equipment with disinfectant as and when required.
- General housekeeping duties of the facility and ground.
- Assist with organizing and overseeing Sporting Events held in MINURSO Compound.
- Distribution and Collection of equipment for Sporting Events.
- Carry out any related activities upon request by Supervisor.
- Ensure all electrical appliances are switched off at the conclusion of gym session.
- Perform other duties as assigned.

## COMPETENCIES

**Professionalism:** Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**Client Orientation:** Providing support services and advice or guidance to internal or external clients; liaising with internal or external clients to identify their needs; building partnership internally and externally and would be able to manage projects on behalf of internal or external clients especially during the design and implementation phases. **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

### For Managerial Positions:

## QUALIFICATIONS

**Education:** High school diploma or equivalent is required. Any certificate/diploma beyond High School will count as relevant to the experience requirement.

**Experience:** Minimum 2 years of progressively responsible working experience in a recreational, physical fitness and customer service experience required. Any combination of training in janitorial, maintenance and repairs experience will count toward the minimum experience requirement.

**Languages:** Fluency in written and oral English is required. Knowledge of French is desirable

**Other Skills:** Computer skills including MS Word, MS Excel and database software is an advantage

- Additional Comments:
- Interested applicants should complete the attached United Nations Personal History form (P.11) in English.
- Applications must be forwarded electronically at the email address: [minurso-vacancies@un.org](mailto:minurso-vacancies@un.org)
- Please note that hand carried applications, incomplete P.11s and Curriculum Vitae (CV) will NOT be accepted.
- Please indicate the Job Opening number you are applying for in the cover letter.
- Women applicants are encouraged to apply, and in the selection process, preference will be given to equally qualified women candidates.
- Applicants who are short-listed will receive an acknowledgement within one month from deadline for submission of applications.

### DOCUMENTS REQUIRED:

- ☒ **Cover Letter**
- ☒ **P11**
- ☐ **Others:**