

Position: Facilities Technician (Electrical/HVAC/Security Systems)	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-3
Ref. number: 044	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration/ Facility Management and General Services Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Facilities Technician reports to the Deputy Head of Facility Management and General Services Unit.

Main Tasks and Responsibilities:

- To ensure uninterrupted operations of the Court's facilities with an emphasis on supporting its core business;
- To represent the Court as a technical expert and work closely with the landlord, the Rijksvastgoedbedrijf (RvB) and contractor to plan and implement the corrective and preventative maintenance, major repairs and capital replacements to the building's infrastructure. To provide input for the Service Level Agreement (SLA) budget sheet;
- To liaise with the RvB to maintain building user licenses and fire certifications according to established standards;
- To conduct routine inspections to ensure all areas of the building have correct electrical power, lighting, HVAC and security access control. In addition, routinely inspect vertical transport (elevators) and control equipment;
- To identify adjustments to be made to the infrastructure to meet the changing needs of clients at the Court and to install or oversee the installation of new fittings and systems;
- To prepare specifications for equipment, fittings, fixtures, cables, sensors, pumps, fans, building automation, technicians' tools and spare parts for the purpose of raising requisitions for purchasing and process invoices;
- To oversee the maintenance of records, inventories, work-orders and general correspondence concerning technical building management and file them comprehensible;
- To calculate and use the Building Management System, adjust the settings, timings and configurations to meet the demands of the Court;
- To ensure that contractors and sub-contractors comply with all safety and security standards including KSC specific security regime needs;
- To estimate and report on future consumption of utilities for budgeting purposes;
- To evaluate vendor performance for purposes of invoice verification;
- To be available on a rotational basis for 24/7 call-out;
- To perform minor technical building repairs and monitor the maintenance of all user equipment not included in the SLA;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

- A level of secondary education attested by a diploma.

AND

- A minimum of five (5) years of relevant professional experience, after having fulfilled the education requirements.

Specification of Education and Experience

- A minimum of five (5) years of hands-on professional experience in building automation, management and control systems;
- Demonstrated experience in regards to utilization, maintenance and upkeep of a wide range of electrical, security, mechanical, plumbing and building management control equipment and systems;
- Understanding and prior work experience of building management and security management systems;
- Experience in building safety norms and its application (EU standards);
- Proven experience in dealing with contractors and sub-contractors;
- Effective organizational skills and ability to independently plan and manage work in an efficient and timely manner with minimum supervision;
- Good oral and written skills, including ability to prepare and present concise oral and written documentation, correspondence, updates, including other documentation within the immediate work environment;
- Familiarity with and ability to use advanced tools in a safe and efficient manner, ability to correctly interpret and assess diagnostic test results, faults or deficiencies and to provide the necessary remedial actions in an efficient and timely manner;
- Awareness of obligations for specialized equipment e.g. hot work permits, lifting equipment and staging/ladders;
- Knowledge of MS Office applications;
- Ability to maintain accurate and specific records and inventories;
- Ability to work under stressful conditions and to prioritise and manage a high workload on occasions;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural and multi-national environment;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

Desirable

- Qualification in building electrical/mechanical/security/fire prevention systems;
- Prior work experience in an international organization;
- Demonstrated initiative and willingness to learn new skills to keep abreast of the rapid advances in technology;
- Ability to comprehend Dutch;
- Knowledge of the functioning of the EU and in particular CSDP Missions.