I. Position Information

Job code title: Common Premises Coordinator (CPC)
Classified Grade: ICS7
Supervisor: UNDP OM

II. Organizational Context

Under the direct supervision of the United Nations Development Programme (UNDP) Operations Manager (OM) and overall guidance of the United Nations (UN) Operation Management Team (OMT), the incumbent performs managerial, technical and general administrative duties to ensure smooth operation of the UN Common premises and services in efficient and effective manner.

The Common Premises Coordinator works in close collaboration with the UN OMT members, UNDSS, UN Dispensary and operations staff and/or personnel of the UN Agencies in Mongolia to perform roles and responsibilities to achieve expected key results listed herein. The Common Premises Coordinator closely liaises with UN Mongolia staff at all level promoting the UN Common premises to keep green and environmentally safe working environment.

The Common Premises Coordinator works in close collaboration with the Ministry of Foreign Affairs, particularly, the officials of its Department of Diplomatic Services and Building Management, technical advisors, experts and external vendors ensuring the most efficient and effective management of UN common premises and services in place.

The incumbent leads the support staff in the UN premises and supervises the following personnel:
1. Handyman – 1 person
2. Gardener – 1 person
3. Service assistant – 3 persons
4. Cleaner – 7 persons

III. Functions / Key Results Expected

Summary of Key Functions:

- Effective support to the management of UN premises and services ensuring all
operational strategies achieved.

- Provision of effective and efficient administrative support services
- Support to supply/inventory and assets management of common projects
- Effective administrative and financial control of UN common budget
- Support to knowledge building and knowledge sharing
- Perform any other duties required by the supervisor and UN OMT

1. The incumbent plays a key role in **provision of effective and efficient support** to the management of **UN premises and services** ensuring all **operational strategies** achieved focusing on the following results:

- Ensures full compliance of administrative activities with UN/UNDP rules, regulations, policies and strategies.
- Ensures the provisions on Memorandum of Understanding (MoU) on Occupancy and Use of Common Premises and Services are faithfully observed by participating agencies.
- Develops systems and internal operating procedures for premises and services management, preventive maintenance works, site development and construction, out-sourcing and contracting, and cost-saving and reduction strategies for consideration by the OMT.
- Prepares result-oriented work plans, strategies, actions and budget estimates of common services in consultation with the OMT for further approval by United Nations Country Team (UNCT).
- Ensures proper and complete documentation and application of the UNCT approved decisions, plans, budgets, and provides timely follow up on all contributions from participating agencies.
- Leads implementation of the approved workplans, regular monitoring and reporting to the UN OMT on progress.
- Clears and reviews all UN common premises related renovation and refurbishment proposals of participating agencies for OMT action.
- Networks with regional common premises management and services experts on various technical and country issues pertaining to UN House premises management and services and follow-up with members of OMT.

2. Ensures **effective and efficient provision of administrative support services**, focusing on achievement of the following results:

- Provides overall day-to-day management of UN House premises and services for a functional, safe and hygienic work environment to ensure non-interruptible working condition for all personnel located in UN House
- Ensures the smooth and efficient delivery of common premises services, including cleaning, electrical, mechanical, telephone exchange, heating and utilities, equipment, garbage disposal, power generation, grounds maintenance and other services and facilities, while warranting that the procurement, maintenance and repair of building facilities, and equipment and supplies are in accordance with budgetary allotments and established procurement policies, procedures, rules and regulations.
- Acts as a secretary to OMT and other related meetings providing efficient and timely support to the relevant chairperson to prepare for the meetings and ensures meeting minutes and important communication are finalized under the relevant
chairperson’s guidance and disseminated in a timely manner.

- Continuously participates in common premises management and services-related policy discussions, ensures that they are consistent with UN/UNDP policies or procedures.
- Identifies opportunities for innovation that would improve common premises management and services and develop options for revision and implementation of practices and procedures.
- Alerts OMT Chair in advance on potential problems, identifies and suggests remedy options or solutions.
- Acts as a focal person to maintain all original hard and soft copies for all common premises and services related documents and ensures the filing and archiving system are in place following the UN/UNDP policy and procedures.
- Drafts the year-end OMT report and lessons learned, including reports and data requested by the UNDG Task Team on Common Premises (TTCP).
- Maintains contact lists of the diplomatic services department of the Ministry of Foreign Affairs and external vendors on UN House premises management and services -issues.
- Performs translation/interpretation services as required.
- Supervises the support personnel monitoring their day-to-day assignment based on their individual results matrix and job descriptions. Ensures the support personnel receives clear guidance, coaching, timely feedback and training when necessary.
- Evaluates the support personnel performance and ensures that all participating UN Agencies feedback is reflected in the final assessment.
- Prepares correspondence, evaluation reports and/or justifications, as required, for general administrative tasks which may be of a confidential nature within assigned area of responsibility.
- Acts as a primary custodian of UN Auditorium located on 3rd floor of UN House, manages booking of the auditorium and equipment installed in the facility.

3. Provides full support to supply/inventory and assets management of common projects focusing on achievement of the following result:

- Acts as the property custodian of procured and donated common assets in the premises and ensures an accurate preparation and submission of periodic inventory report to UNDP HQ, conducts physical count as per IPSAS requirements
- Recommends replacement/disposal of common equipment and supplies.
- Conducts acquisition and distribution of quality common services supplies
- Conducts and reconciles physical verification of supply, inventory and assets records against UNDP asset, supply and inventory records to ensure all necessary actions taken in complete and accurate and timely manner.
- Prepares and submits annual asset management report to the OMT.
- Provides full support to the procurement to common procurement actions

4. Ensures effective administrative and financial control of UN common budget, focusing on achievement of the following results:

- Plans and prepares budget for UN common premises management and common services with close consultation and collaboration with UN OMT
- Establishes UN common budget in Atlas and timely accurate maintenance (entry of revisions/amendments) as approved by UNCT
- Effective management, monitoring and reconciliation of the budget for UN common
premises management

☐ Prepares payment requests for UN House expenditures with proper account records and maintenance of necessary budgetary control records.

☐ Prepares debit notices and follows up the payment of contributions of participating agencies, including the issuance of billing statements on the use of common spaces.

☐ Maintains an up-to-date and accurate record of receipts and disbursements and space occupancy of participating agencies.

☐ Acts as petty cash custodian for the UN common premises project budget

☐ Implements of the control mechanism for all administrative services, safeguards of administrative and financial control records such as commitments and expenditures.

☐ Reviews, researches, verification and reconciliation of a variety of data and reports ensuring accuracy and conformance with administrative rules and regulations;

☐ Reviews of data integrity in the database, control program; analysis of results and initiation of corrective actions when necessary.

☐ Reviews all contractual arrangements with suppliers of goods and services to ensure that the terms of conditions of all contracts are being adhered to by the suppliers of goods and services. Proposes to the supervisors any changes that may be required.

☐ Provides all necessary information and reports for audit exercises.

☐ Periodically report to the OMT on the status of financial operations, specifically the quarterly and annual expenditure reports.

5. Support **knowledge building and knowledge sharing** in the CO, focusing on achievement of the following results:

☐ Briefing to UN staff and personnel on general administrative matters pertaining to CS and UN House; provision of advice and administrative support in CS.

☐ Sound contributions to knowledge networks and communities of practice.

☐ Dissemination of CS Best Practices in the country and within the region.

### IV. Impact of Results

The key results have an impact on the efficiency of the unit. Accurate analysis and presentation of information strengthens the capacity of the office and promotes the image of UN/UNDP as an effective contributor to the development of the country, facilitates subsequent action by a supervisor. Incumbent’s own initiative is decisive in results of work and timely finalization.

### V. Competencies and Critical Success Factors

**Functional Competencies:**

**Building Strategic Partnerships**

**Level 1.1: Maintaining information and databases**

☐ Analyzes general information and selects materials in support of partnership building initiatives
Maintains databases of donor information

Promoting Organizational Learning and Knowledge Sharing

Level 1.1: Basic research and analysis
- Researches best practices and poses new, more effective ways of doing things
- Documents innovative strategies and new approaches
- Identifies and communicates opportunities to promote learning and knowledge sharing

Job Knowledge/Technical Expertise

Level 1.1: Fundamental knowledge of processes, methods and procedures
- Understands the main processes and methods of work regarding to the position
- Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks
- Identifies new and better approaches to work processes and incorporates same in own work
- Strives to keep job knowledge up-to-date through self-directed study and other means of learning
- Demonstrates good knowledge of information technology and applies it in work assignments

Promoting Organizational Change and Development

Level 1.1: Presentation of information on best practices in organizational change
- Documents ‘best practices’ in organizational change and development within and outside the UN system
- Demonstrates ability to identify problems and proposes solutions

Design and Implementation of Management Systems

Level 1.1: Data gathering and implementation of management systems
- Uses information/databases/other management systems
- Provides inputs to the development of simple system components
- Makes recommendations related to work procedures and implementation of management systems

Client Orientation

Level 1.1: Maintains effective client relationships
- Reports to internal and external clients in a timely and appropriate fashion
- Organizes and prioritizes work schedule to meet client needs and deadlines
- Establishes, builds and sustains effective relationships within the work unit and with internal and external clients
- Responds to client needs promptly

Promoting Accountability and Results-Based Management

Level 1.1: Gathering and disseminating information
- Gathers and disseminates information on best practice in accountability and results-
UNDP Procurement Certification programme

Core Competencies:

- Demonstrating/safeguarding ethics and integrity
- Demonstrate corporate knowledge and sound judgment
- Self-development, initiative-taking
- Acting as a team player and facilitating team work
- Facilitating and encouraging open communication in the team, communicating effectively
- Creating synergies through self-control
- Managing conflict
- Learning and sharing knowledge and encourage the learning of others. **Promoting learning and knowledge management/sharing is the responsibility of each staff member.**
- Informed and transparent decision making

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<th>VI. Recruitment Qualifications</th>
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<td><strong>Education:</strong></td>
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<td><strong>Experience:</strong></td>
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<td><strong>Language Requirements:</strong></td>
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<th>VII. Signatures- Post Description Certification</th>
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<tbody>
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<td><strong>Incumbent (if applicable)</strong></td>
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