
MISSION IN COLOMBIA JOB OPENING

Internal / External

Job Title & Level:	Engineering Assistant (G6)
Department/Office:	UN Mission in Colombia, Office of the Chief Service Delivery
Location:	BOGOTA, COLOMBIA
Posting Period:	2 -17 December 2019
Job Opening Number:	UNVMC-NJO-2019-017

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

The Human Resources Section invites all interested and qualified candidates to apply for the announced position. All interested candidates should submit their applications (Personal History Profile - P11 form, which can be found at <https://colombia.unmissions.org/empleo> No CVs will be accepted) at the following e-mail address: MCrecruitment@un.org

Please do not submit any additional certificates/diplomas, employment letters and other documents at this stage of the application process, only the P11 form is sufficient.

Please include the job opening number of the above position in your e-mail application. Acknowledgment will be sent to short listed candidates only.

IMPORTANT NOTE:

In order to implement the United Nations System-wide Gender Parity Strategy, for this job opening preference will be given to equally qualified female candidates.

Organizational Setting and Reporting

This position is located in the Office of the Chief Service Delivery based in Bogota.

The Engineering Assistant, under the supervision of the Chief Engineer, will apply standard engineering practices and precedents in the design, construction, maintenance, repair and liquidation of structures and facilities. The engineering assistant duties will include travel to all the premises of the Mission and locations where new projects are being developed, as required.

Responsibilities:

Within the limits of delegated authority, the Engineering Assistant will support the Chief Engineer by applying professional engineering knowledge and expertise in the performance of the following duties and responsibilities:

- Supervise the work of contractors performing one or more of the following trades and crafts areas: carpentry, electrical, heavy equipment operations, mechanics, plumbing and/or welding.
- Install, commission and operate/maintain systems in the specific trade area in compliance with recognized standards and regulations pertaining to installation and safety codes. Determine priority of work.
- Apply commonly used engineering calculations, practices and precedents in completing portions of larger projects related to the design, construction, or repair of buildings, roads, bridges, airfields, helipads, docks, waste disposal systems, flood control systems, water treatment facilities, electrical power generation and distribution systems, environmental control systems, field defense, mine detection and clearance, and other related structures and activities in the field. Facilities management in diversified environments (from urban to rural) and strong contract management skills are also part of the requirement.

- Prepare/review the technical relevant reports in the specific trade area as well as other associated engineering related information and/or assessments, progress reporting, and special reports for quality, cost or schedule variances, etc.
- Draft responses to both internal and external audit observations on engineering tasks and activities in the mission.
- Conduct preliminary site investigations to obtain field data such as soil characteristics, drainage and other data required for building site selection. Develops technical data regarding materials, sizes, dimensions, and quantities and costs to be incorporated in formal specifications.
- Provide technical advice on technical documents and overall policies, procedures and guidelines pertinent to the mission's engineering activities, considering quality management and risk management best practices.
- If applicable, support with limited staffing during the mission start-up and liquidation phases, the site selection/assessment process and asset disposal process, respectively.
- Contract administration, following up in the technical, administrative and cost control activities for the projects related to the implementation of premises.
- Maintain records related to inventories and work orders
- Assist and report to the supervisor on unusual occurrences and/or damages that have taken place and/or are likely to occur.
- Inspect quality of work and performance, diagnose and resolve problems and ensure all stages are completed to satisfaction.
- Provide cost estimates in the specific trade area.
- Coordinate work as necessary with engineering counterparts.
- Provide instructions to junior assistants on proper operation. Train users on equipment installed.
- Recommend lists of materials and equipment needed for completing the work and ensure availability for work orders scheduled. Write a work order after completion of the tasks.
- Develop periodic acquisition plans for engineering materials/equipment in the specific trade area.
- Monitor quality levels for the supply and scheduled routine maintenance of materials and equipment.
- Ensure that daily activities are in compliance with DFS/DPKO Environmental and Waste Management policies and directives and are in line with DOS Environmental Strategy.
- Perform other related duties as assigned by the Chief of Section/Unit, Engineering.

Core Values:

Integrity: Demonstrates the values of the United Nations in daily activities and behaviours; acts without consideration of personal gain; resists undue political pressure in decision-making; does not abuse power or authority; stands by decisions that are in the Organization's interest, even if they are unpopular; takes prompt action in cases of unprofessional or unethical behavior.

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.

Respect for Diversity: Works effectively with people from all backgrounds; treats all people with dignity and respect; treats men and women equally; shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making; examines own biases and behaviours to avoid stereotypical responses; does not discriminate against any individual or group.

Competencies:

Planning And Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Accountability: Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Education: A university degree in Engineering or related appropriate area is required.

Work Experience: A minimum of Seven (7) years of progressively responsible experience in engineering projects and facilities management is required. Knowledge of methodologies for project planning, execution and evaluation of engineering compliance standards and proven ability in analytical work is also required. Experience working in a United Nations common system field operation (inclusive of peacekeeping, political missions and UN agencies, funds, and programmes) - or similar international organization or non-governmental organization- in a conflict or post-conflict setting is desirable.

Languages: For the position advertised, fluency in English and Spanish (both oral and written) is required.

United Nations Considerations

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). The United Nations Secretariat is a non-smoking environment. 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). The United Nations Secretariat is a non-smoking environment.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.