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## UNITED NATIONS VERIFICATION MISSION IN COLOMBIA JOB OPENING

### Internal / External

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<b>Job Title &amp; Level:</b>	<b>Engineering Assistant (Generator/ Electrical/ HVAC), G5</b>
<b>Department/Office:</b>	<b>United Nations Verification Mission in Colombia, Engineering Unit, Service Delivery Section</b>
<b>Location:</b>	<b>BOGOTA, COLOMBIA</b>
<b>Posting Period:</b>	<b>04 May- 11 June 2021</b>
<b>Job Opening Number:</b>	<b>UNVMC-NJO-2021-007</b>

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#### **IMPORTANT NOTE:**

**In order to implement the United Nations System-wide Gender Parity Strategy, female candidates are encouraged to apply**

The Human Resources Unit invites all interested and qualified candidates to apply to the announced position. All interested candidates should submit their applications using the P11 form, which can be found at <https://colombia.unmissions.org/empleo>, or Personal History Form (PHP) (**CVs will NOT be accepted**). Please review that your application, either P-11 or PHP is **properly signed** and has information on your contact details: email address and telephone numbers. You may send your application to the following e-mail address: [mcrecruitment@un.org](mailto:mcrecruitment@un.org).

Please be advised that only applications using the UN P11 or PHP form will be reviewed. Please do not submit any additional certificates/diplomas, employment letters and other documents at this stage of the application process. **Kindly ensure that you include the job opening number for the above position in your e-mail application.** Only short-listed candidates will be contacted.

If you are an internal candidate with a Fixed Term Appointment within the UN Secretariat, please attach the last 2 performance evaluations to your application. If you are employed by an entity of the United Nations Common System, please indicate your category and level.

#### **Organizational Setting and Reporting**

This position is located in the Engineering Unit of the Service Delivery Section based in Bogota.

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

**Responsibilities:**

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

- Performs specific task related to their area of expertise such as:
  - Construction and refurbishment work.
  - Assembles or dismantles various prefabricated structures.
  - Electrical/heating/ventilation installations.
  - Installation and maintenance of various engineering equipment and commercial/domestic appliances such as: generators, electrical panels, A/C, fridges etc.
- Leads/mentors junior national staff and tradesmen working on various engineering equipment.
- Performs diagnostic, servicing and repairing of various engineering equipment.
- Records usage of tools issued to staff and tradesmen.
- Prepares work orders related to engineering activities.
- Keeps daily maintenance log up to date.
- Prepares a list of spare parts for maintenance of various engineering equipment.
- Liaises/Coordinates works as necessary with counterparts from other sections.
- Performs verification and inspection of works executed by contractor(s) and provides feedback in order to ensure that the project specifications are fully respected.
- Determines effective engineering solutions in consultation with supervisor for problems arising during the implementation of project(s).
- Prepares reports pertaining to inspection, services and repairs of engineering equipment and premises.
- Provides input on the performance of contractors.
- Applies and ensures adherence to safety programmes during implementation of engineering project(s).
- Operates various power tools or equipment used for daily works.
- To analyze, design, install, commission and operate/maintain systems of power generation, HVAC systems, water pump systems in all premises of the Mission in compliance with recognized standards and regulations pertaining to installation and safety codes.
- Draft drawings and layout plants for construction project using AutoCAD system.
- Performs diagnostic, servicing and repairing of various electrical/electromechanical equipment.
- Performs other related duties as required.

**Core Values:**

**Professionalism:** Ability to apply engineering skills and to participate in engineering projects, including preparation of cost estimates, research of data and preparing graphs. Ability to identify and analyze engineering data of significant depth and complexity. 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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

**Integrity:** Demonstrates the values of the United Nations in daily activities and behaviors. 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.

**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 behaviors 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.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**Education:** High school diploma or equivalent is required.

Technical or vocational certificate in a trade specific to the post such as: air-conditioning, refrigeration, heating systems, water pump systems, generator, power supply, electrical, welding, etc. is required.

Must have passed the UN standard entry examinations, as required for the post. Possess relevant category driving license for required duties.

**Work Experience:** A minimum of five (5) years of relevant experience in the specific field of electrical/electronic engineering.

**Languages:**

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English and Spanish (both oral and written) is required.

### **United Nations Considerations**

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law.

Candidates may subject to screening against these standards, including but not limited to whether they have committed or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

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.

**IMPORTANT: Global General Staff Service Test (GGST) will be required for this position. Long listed candidates will be invited to present the computer based in the Duty Station of this Job Opening. Candidates who are currently serving staff members or former staff members employed within the last 24 months who have passed the Administrative Assessment Support Test (ASAT) in English at UN Headquarters, ECA, ESCWA, UNOV, UNOG, ICTR, or ICTY are exempt from the GGST. If you have passed the ASAT in English in one of the offices listed above, please inform us as soon as possible.**