
MISSION IN COLOMBIA TEMPORARY JOB OPENING

Internal / External

Job Title & Level:	Engineering Assistant (G5)
Department/Office:	UN VERIFICATION MISSION IN COLOMBIA (UNVMC)
Location:	BOGOTA, COLOMBIA
Posting Period:	06 June 2018 – 12 June 2018
Job Opening Number:	MC-NJO-2018-023

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 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:

(These duties are generic and may not be performed by all Engineers at this level)

- Applies 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 reports and other associated engineering related information, for 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.
- Conducts 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.
- To use computational tools to design, simulate and evaluate mechanical equipment and systems
- To follow up and supervise systems and electrical processes for maintenance and operation.
- To follow on vendors for performing preventive maintenance on diesel power generators to include: fuel system, lubrication system and cooling system, perform major repair and rebuild on diesel power generator.
- Coordinate with the Unit Head and vendors regarding installations, fuel and lubricant consumption.
- Coordinate with the unit head and vendors regarding material and tool requirements.
- Always have the maintains a database on all assigned generators reflecting the history of each unit, which may include but not limited to, preventive maintenance, exercise run time and dates and load test.
- Ensure that the generator installations/works meet safety standards, in accordance with prevalent international codes and regulations;
- Diagnose problems and provide solutions when generators and power supply system show signs of defects or malfunction
- Supervise scheduled routine and preventive maintenance, emergency repairs, overhauls (for both static and mobile installations), including the installation of auxiliary fuel systems and fuel tanks UN standard safety and regulation;
- Analyze and rectify load distortions; Balance loads on all three phases of three-phase Gen sets; Troubleshoot causes for malfunctions or breakdowns;
- Perform surveys, prepare technical reports, read technical drawing and schematics, and design generator installations;
- Prepare specifications for generators, generator technicians' tools and generator spare parts for the purpose of raising requisitions for purchases;
- Prepared requirement power consumption (mission wide) and provided detail input to budget unit. Prepare of Requisitions in anticipation of future maintenance needs of the organizations facilities also work on the acquisition plan for upcoming mandates.
- Prepare Contractor Evaluation report quarterly, yearly.
- Perform other related duties as assigned by the Chief of Section/Unit, Engineering

Competencies:

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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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 Mechanical Engineering, or related appropriate area is required.

Work Experience A minimum of three (3) years of progressively responsible experience in mechanical engineering projects management is 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 Spanish (both oral and written) is required, English is desirable