



The purpose of this Job Opening is to hire one Locally-Recruited Individual Contractor (IC) and also to establish a local Roster for this Functional Title with the United Nations Verification Mission in Colombia

JOB OPENING NUMBER: CIC-14-2017-UNVMC
FUNCTIONAL TITLE AND LEVEL : ENGINEERING ASSISTANT (equal to GL-5)
CONTRACT TYPE: INDIVIDUAL CONTRACTOR (local)
DURATION OF CONTRACT: 3 MONTHS (with a possibility of extension up to 9 months maximum)
DUTY STATION: BOGOTA
DATE OF ISSUANCE: 02/03/2018
DEADLINE FOR SUBMISSION: 08/03/2018

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. If you need more P11 pages, please add additional pages to the printed and signed P11 submission. **Please make sure the e-mail application is not larger than 5MB in size.**

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

Terms of Reference

Within the limits of delegated authority, the Individual Contractor will report to the Engineer Officer by applying professional engineering knowledge and expertise in performance of the following duties and responsibilities:

- Exercise supervision over the efficient operation of the Missions' camp services Contracts and Leases mission wide.
- Apply commonly used engineering practices in monitoring the execution of the contracts in compliance with its entire requirement.
- Be involved in conducting preliminary site-assessments to obtain field data on contractor's compliance with the terms of the signed contracts.
- Be fully involved in developing technical data regarding materials, size dimensions, quantities and costs to be incorporated into formal specifications;
- Processing verification on the invoices of coupons vs. services, double check to the contractor regarding Rate, Missing Coupons or clear Signature of UNVMC Staff Member,
- Liaise extensively with Finance and Budget Unit, Procurement Unit on issues related to PO status and payments
- Review and verify all invoices submitted by the vendors and all supporting documents, ensuring they are adequate and presented for the review of Finance and Budget Unit to ensure that payments to be processed in a timely manner
- Managing table of Monitoring contracts list for Rent and Services,

- Plan, coordinate and implement works for the Missions' facilities' services Contracts and Leases
- Coordinating and liaising with Contracts Management Unit by daily monitoring the terms and conditions of contracts, conflicts/problems arising in cases of poor performance or non-compliance with contractual obligations.
- Perform other related duties as required.

1- DOCUMENTS REQUIRED FOR THE EDUCATIONAL AND EXPERIENCE

Educational Requirements

A high school degree is required. Having a university degree in Civil Engineering, Electrical Engineering, Mechanical Engineering, Architecture or related appropriate area is considered an advantage.

Work Experience Requirements

With a high School degree, at least five (5) years of progressively responsible experience in engineering projects management is required. Having a relevant University degree the minimum years of experience is at least three (3) years of relevant experience. 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 programs) - or similar international organization or non-governmental organization- in a conflict or post conflict setting is desirable.

Language Requirements

For the position advertised, fluency in Spanish (both oral and written) is required, knowledge of English is desirable.

2- OUTPUTS TO BE DELIVERED AND EVALUATION OF WORK

- Apply engineering skills and to participate in engineering projects, including preparation of cost estimates, research of data and preparing graphs.
- Identify and analyze engineering data of significant depth and complexity.
- 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.
- Takes ownership of all responsibilities and honours 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.

Assessment Method: Evaluation of qualified candidates may include an assessment exercise which may be followed by an interview.

The successfully hired IC will be fully responsible to arrange, at their own expense the health and other forms of insurance covering the period of the IC contract.

Special Note:

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 is charged by the United Nations at any stage of the hiring process.