
MISSION IN COLOMBIA JOB OPENING

Internal / External

Job Title & Level:	Engineering Assistant UNVMC-NJO-2019-004 (G5)
Department/Office:	UN Mission in Colombia, Office of the Chief Service Delivery
Location:	BOGOTA, COLOMBIA
Posting Period:	15 March – 29 March 19
Job Opening Number:	UNVMC-NJO-2019-004

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.

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.

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 analyze, and design systems of generation, transport and distribution of the electric power in all premises of the Mission
- To use computational tools to design simulate and evaluate electrical equipment and systems
- To plan, schedule, manage and supervise systems and electrical processes for maintenance and operation.
- 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: High school diploma is required.

Work Experience: A minimum of five (5) years of progressively responsible experience in electrical engineering projects 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.