

Posting Title : ENGINEERING ASSISTANT, G6  
Job Code Title : STAFF ASSISTANT  
Department/ Office : United Nations Interim Force in Lebanon  
Location : NAQOURA  
Posting Period : 25 August 2022-31 August 2022  
Job Opening number : 22-ADM-UNIFIL-188659-J-NAQOURA (M)  
Staffing Exercise : N/A

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**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

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### **Org. Setting and Reporting**

This position is located in the Construction Unit (DCRM) / Engineering & Facility Maintenance Section (EFMS) of the United Nations Interim Force in Lebanon (UNIFIL), Naqoura. The incumbent will report to the Supervisor of the Contracts Management Subunit or his/her designate.

### **Responsibilities**

- Applies professional engineering calculations, practices and precedents in completing portions of medium and larger projects related to the design, construction or repair of buildings, roads, bridges, helipads, waste disposal systems, water treatment facilities, environmental controls systems in the field and other related structures and activities in the mission area.
- Completes design layout for smaller or less complex portions of buildings and facilities for review by senior assistant/officer.
- Plans and designs specifications for security related projects for review by senior assistant/officer.
- Completes architectural and engineering drawings using AutoCAD software. where necessary, visits work sites for inspection of site conditions and / or taking measurements.
- Catalogues drawings by assigning codes to proposals, sketches and construction documents; catalogues drawings in electronic format.
- Converts old/ historical drawings to AutoCAD files liaising with GIS office and when appropriate, providing a consolidated mission wide reference source for maps and layouts.
- Maintains and controls any request for copies of architectural, structural, electrical and mechanical plans.

- Complies cost data and estimates on engineering related requirements of current and planned projects. Participates in budget projections.
- Verifies shopping carts, prepares procurement documents and drafts related correspondence with respect to requisitions of services and equipment.
- Coordinates construction and renovation projects on-site.
- Conducts investigations to develop improved designs and construction techniques.
- Performs administrative functions related to the unit tasks, including archiving and file keeping for projects. Ensures filing system adheres to UN guidelines.
- Performs other duties as and when required including emergency call-out and standby duties.

## **Competencies**

### **PROFESSIONALISM**

Demonstrated knowledge in construction, infrastructure, and maintenance project implementation; and ability to implement this knowledge in an organizational environment. 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.

### **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.

### **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.

## **Education**

High school diploma or equivalent is required.

## **Job Specific Qualifications**

## **Work Experience**

A minimum of seven (7) years of progressively responsible experience in Engineering consultancy firm with proven portfolio of completed projects, extensive experience with Project Management, writing Scope of Works, Construction planning, design and on-site supervision is required.

A minimum of five (05) years of experience in On-site supervision of engineering projects and construction planning is desirable.

A minimum of five (05 ) years of experience in computer engineering and design software and AutoCAD is desirable.

## **Languages**

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

## **Assessment**

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

## **Special Notice**

Recruitment against this position is on a local basis; applicants in the General Service category shall meet the relevant employment requirements of the host country (Lebanon), including fulfilling visa or work permit stipulations. If you fulfill the visa and work permit stipulations for Lebanon, please specify in your cover letter and attach a copy of your visa and work permit under "attachments" of your application in Inspira.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

## **United Nations Considerations**

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount

consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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. The United Nations Secretariat is a non-smoking environment. The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, *inspira*. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the *inspira* account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in *inspira* to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

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.

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