



Internal / External Job Opening

Date: 13 September 2016

Job Opening No. : JO/2016/031
Section : Engineering Support Services (ESS)
Functional Title : Engineering Assistant
Post level : GL-6 (One Post)
Duty station : Naqoura
Deadline for receiving applications: 12 October 2016

Duties and Responsibilities:

Under the direct supervision of the Chief of Design, contract and Real Estate Management Unit the incumbent shall carry out the following functions:

- Supervises and monitors ongoing projects and proposes solutions to unusual engineering problems. Assists in conducting technical studies on engineering topics, developing guidelines for the general planning and maintaining of programs and facilities.
- Assists in application of 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.
- Plans and designs specifications for security related projects.
- Completes design layout for smaller or less complex portions of buildings and facilities for review by senior assistant/officer.
- Assists in analyzing project proposals to ensure technical feasibility and to ensure that project objectives are attainable within prescribed resources;
- Assists in preparing project specifications, scope of works, project estimates, resource schedules and technical evaluations;
- Liaises with other engineers and occupational groups in ESS responsible for related specialized phases to arrive at mutually satisfactory approaches to problems by exchanging and comparing data.
- Conducts preliminary site investigations and other engineering surveys to obtain field data such as soil characteristics drainage and other data required for building site selection.
- Prepares site visit reports, project progress reports, unit meeting minutes and manage archive of the DCRM unit.
- Assists in preparing unit budget and acquisition plans.
- Assists in in managing existing and upcoming contracts in coordination with major stakeholders;
- Assists in conducting investigations to develop improved designs and construction techniques;

- Assists in conducting research on development of new technical systems, and follow development to identify improved methods and equipment.
- Estimates costs of repairs of damaged buildings, facilities and systems to determine feasibility of repairs or replacement.
- Produces cost data and estimates on engineering related requirements of current and planned projects.
- Performs other duties as required.

Qualifications and Requirements:

- High school diploma and higher education in Civil Engineering, Architecture or other appropriate speciality is required. Candidates must have passed the United Nations Administrative Support Assessment Test (ASAT) or an equivalent locally-administered test at Offices Away.
- Minimum of seven (07) years of relevant work experience in Engineering field is required.
- Fluency in oral and written English is required.
- Good computer skills (Word, Excel, Power Point and other UN software). Experience with project management software (Microsoft Project) and AutoCad is desirable.
- Ability to work in a customer oriented and team player environment.

Core Competencies:

Professionalism: Ability to perform a broad range of engineering functions, e.g., assists in conducting technical studies on engineering topics, etc. Ability to apply knowledge of various Engineering duties in work place. 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. Demonstrate clear understanding of United Nations gender equality policy.

Planning& 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.

Client Orientation: Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

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.

Instructions for Submission of Applications and Relevant Documents (choose only one):

Submit a **fully completed and signed application form (P.11) in English.**

Although in the P.11 form, it is indicated that you should not send or attach any documentary evidence at this stage, please do attach copies of High School degree and work certificates.

The P.11 and supporting documents should be sent to the Chief of Human Resources Management Section, UNIFIL, Naqoura:

- 1) Via e-mail to unifil-recruitment@un.org or;
- 2) Apply online through our WEBSITE: unifil.unmissions.org

Internal candidates should submit copies of their latest two e-performance documents.

Important notes:

- 1) **Applications that do not include copies of high school certificate / work certificates will be considered incomplete and will not be taken into consideration.**
- 2) Please ensure that the Job Opening Number is clearly indicated in your application;
- 3) Due to the large volume of applications, we regret not being able to reply to everyone and will only contact the most suitable candidates for the test and/or an interview;
- 4) Preference will be given to equally-qualified female candidates.