

The United Nations Development Programme (UNDP) is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in 166 countries, working with them on their own solutions to global and national development challenges. As they develop local capacity, they draw on the people of UNDP and our wide range of partners.



#### VACANCY Announcement

**Post Title: UNOPS Project Engineer**

**Duty Station: Jerusalem**

**Duration: 2 months (renewable for another 12 based on performance)**

**Deadline: 13 November 2007**

**Remuneration: CA8-CA9 dependent on qualifications and experience**

#### Background:

The United Nations Office for Project Services Jerusalem Operations Center (UNOPS JMOC) was established in East Jerusalem in late 2006. Its aim is to provide the United Nations sister agencies and the humanitarian and development sectors within the occupied Palestinian territories with professional project implementation services.

JMOC is currently engaged in the delivery of several Infrastructure projects in support of the Palestinian Authority and the people of the occupied Palestinian territories.

The project engineer will report directly to the UNOPS Infrastructure Project Manager. The project engineer will liaise regularly with senior officials in the Palestinian Authority, assist with English Arabic translation and a broad range of quality civil and building infrastructure and construction oversight services.

#### Duties and Responsibilities:

The Project Engineer is responsible for assisting with all construction management tasks required to ensure timely, cost effective, safe and quality delivery of the project. He/she reports to the Infrastructure Project Manager and may be require to assist in the following tasks;

- Represent UNOPS at meetings with senior officials of the Palestinian Authority
- Translation written/spoken Arabic, English (Hebrew would also be an asset)
- Ensuring works are carried out in accordance with contracts, specifications, drawings and etc
- Preparation of monthly progress payment certificates including site measurements
- Preparing contract variation requests
- Overseeing quality assurance
- Overseeing occupational health and safety
- Monitoring progress of works according to schedules indicated in contracts
- Problem solving in a timely manner
- Preparing bid documentation
- Participating in bid analysis
- Preparing monthly project reports
- Overseeing technical aspects of contracts and provide guidance to contractors where required.
- Coordinating all contractors onsite to ensure works of each do not impact on other contractors
- Chairing/documenting project coordination meeting
- Maintenance of the following project documentation
  - i. Payment register
  - ii. Variation register
  - iii. Site safety inspection register
  - iv. Site diary
  - v. Instruction to contractor register
  - vi. Drawing register
  - vii. Visitor register
  - viii. Sample approval register
  - ix. Concrete test register

- x. Progress photos
- Planning and documentation for future phases of the project as directed by the Infrastructure Project Manager. Including activities such as
  - i. Estimations
  - ii. Producing Bill of Quantities/Specs/Drawings
- Carrying out other tasks as assigned by the Infrastructure Project Manager

**Competencies:**

General competencies:

- Professionalism
- Integrity
- Enthusiasm
- Commitment
- Planning and Organizing
- Communication
- Judgment and Decision Making
- High proficiency with computers in particular MS Word, MS Excel, MS Outlook, Autocad and the Internet
- High organizational skills
- Able to work efficiently with minimal direction

Managerial Competencies:

- Demonstrate an ability to represent UNOPS professionally in liaison with officials of the Palestinian National Authority.
- Demonstrates ability to assist with planning, coordinating, communicating and managing works to a tight schedule.
- Demonstrated ability to assist with the production and management of all project documentation to a professional and accurate standard.
- Demonstrated ability to assist with motivating contractors to deliver as per contractual arrangements.
- Demonstrated understanding of the risk factors associated with project delivery and an ability to mitigate against these.

**Minimum Qualifications:**

Education.

- A minimum of a Bachelor Degree in Engineering (preferably civil or structural) or Construction Management from a reputable University.

Work Experience.

- At least 5 years site engineering for medium to large scale building construction projects in the oPt.

Languages.

- Fluency in written and spoken English and Arabic is essential. Hebrew also an asset

Other considerations.

- Knowledge of UN policies, procedures and operations would be an asset.
- Ability to travel between Jerusalem and the West Bank essential.
- Current drivers license essential.

Additional Considerations:

- Qualified female candidates are strongly encouraged to apply.
- UNOPS reserves the right to appoint a selected candidate at a level below the advertised level of the post.
- UNOPS is an equal opportunity employer: applications from men and women will be considered equally

For more information on UNOPS, including its core values and competencies, please visit the UNOPS website at [www.unops.org](http://www.unops.org).

To Apply:

Interested candidates should apply by accessing <http://jobs.undp.ps> and completing the on-line application.

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