



The United Nations Peacekeeping Force in Cyprus invites applications for
-Civil Engineer (GL5)-

The Human Resources Section is looking into identifying a person to serve under Individual Contract as Civil Engineer (GL5). The candidate should not be the relative of a UN staff member (i.e. parent, brother, sister etc).

Main duties and responsibilities:

Under direct supervision and overall guidance of the Head of Unit/Senior Engineering Assistant, the Civil Engineer is required to perform the following specific duties and responsibilities ensuring their effectiveness, transparency and integrity:

- Attends daily project site(s) within Mission area in order to monitor progress of works, identifies the existing problems and provides appropriate solutions through application of sound engineering standards in consultation with the Head of Unit/Senior Engineering Assistant.
- Responsible for preparation of progress reports on construction activities, according to the agreed timeframe of works and submission of such on a weekly basis to the head of Unit/Senior Engineering Assistant.
- Monitors duties and works assigned to technical staff and contractors assigned to the project(s), assists in resolving site problems as necessary and provides support and advice to the Head of Unit/Senior Engineering Assistant.
- Responsible for the preparation and verification of databases for required and available materials for the project(s), schedules of labor force, and monitoring of quality of such during the progress of works.
- Contributes to the Planning phase of the project(s), preparing design layout for smaller or less complex portions of buildings and facilities, determining Bill of Quantities and resources needed and defining project timelines.
- Maintain records; compile periodic reports and any specific reports required by UN standard procedures.
- Co-ordinates between Contractors, Suppliers and UN.
- Evaluates and assesses works schedules and programs, including the comparison with the schedule baselines and reports to the Head of Unit/Senior Engineering Assistant accordingly.
- Checks and verifies the interim payments submitted by the Contractor(s)/Suppliers and submits detailed reports to the Head of Unit/Senior Engineering Assistant.
- Assesses and reports on the project closing plans, archiving of cost and progress reports and hands over all related reports to the Head of Unit/Senior Engineering Assistant.
- Inspects and reports on Contractor's works in progress ensuring that the Contractor meets the high-quality standards expected by UN.
- Checks contractors' and suppliers set out and works, including compliance with contracts specifications and ensures that contractors and suppliers comply with work plans to complete project(s) according to specified time frame.
- Performs other related duties as required.

Qualifications

- Minimum of secondary technical-vocational school diploma in Civil Engineering field of study.
- A minimum of five years of progressively responsible experience in Civil works design, supervision or implementation of buildings construction for medium to large scale construction projects or related area is required. Including comprehensive knowledge in computer software, Microsoft Office package and 'AutoCAD'.
- English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in oral and written English is required.

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.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match the audience; demonstrates openness in sharing information and keeping people informed.

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

Interested and qualified candidates are encouraged to apply by specifying vacancy announcement # 1/2019.

Candidates must complete the United Nations Personnel History Form (P11) and a Cover Letter. All documents must be submitted in English. The P.11 form can be downloaded from the UNFICYP website: www.unficyp.org under Employment. Submit applications to:

Human Resources Section

Email: unficyp-national-applications@un.org

Deadline for receipt of applications is **8 February 2019**

Preference will be given to equally qualified women candidates.

Only shortlisted candidates shall be contacted by the *UNFICYP Human Resources Management Section*

Please visit UNFICYP website for full details of the post.

