

Posting Title : ENGINEERING ASSISTANT, G6
Job Code Title : ENGINEERING ASSISTANT
Department/ Office : Regional Service Centre at Entebbe
Location : ENTEBBE
Posting Period : 29 September 2022-5 October 2022
Job Opening number : 22-ENG-RSCE-190961-J-ENTEbbe (X)
Staffing Exercise : N/A

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

Org. Setting and Reporting

The Department of Operational Support (DOS) was established to provide end-to-end operational support, advisory services, and other solutions to operating entities across the Secretariat, including departments, offices away from headquarters, peace operations, and regional commissions. The Regional Service Centre in Entebbe, Uganda (RSCE), was established in July 2010, following the adoption of General Assembly resolution 64/269. The Centre provides efficient, client-oriented, and scalable services with the goal of moving transactional, non-location dependent administrative functions to the Centre from its client entities. This includes transactional elements of human resources, finance, multimodal movement and control, personnel and cargo transport and information and communications technology (ICT) support. In addition to these services, the Office of the Director RSCE and support offices through the Deputy Director RSCE provides overall guidance on the operations of the RSCE including strategic planning, communication, budgeting, human resources management, property management, quality assurance and business intelligence, conference services, record keeping and archive management, and audit response and risk management.

For more information, please visit <https://rsce.unmissions.org>.

This position is located in the Office of the Deputy Director RSCE. The Engineering Assistant, reports to the Deputy Director RSCE.

Responsibilities

Within delegated authority, the Engineering Assistant will be responsible for the following

duties:

Technical

- Supervises and coordinates activities in resolving technical site problems, providing technical specification and cost estimates related to any RSCE assignments, planning and scheduling of projects for maintenance, repair, and installation on the premises.
- Supervises and coordinates activities concerning projects for installations, systems and equipment.
- Performs project management activities coordinating alteration works to ensure that the quality of contractors' services is in accordance with set terms and conditions, codes and standards as well as health and safety rules and regulations.
- Performs activities related to commissioning of engineering works, including periodical and final inspection.
- Liaises with projects stakeholders to arrive at mutually satisfactory approaches to problems.
- Updates Supervisors/Managers periodically on projects status. Planning and design: of all minor and major projects.
- Applies commonly used engineering design practices and precedents for site projects.
- Carries out site visits, technical assessments and prototype inspections.
- Analyzes project proposals to assess technical feasibility and resources estimation.
- Prepares technical specifications, drawings, bills of quantity and cost estimates necessary for the preparation of SORs/SOWs for bidding packages.
- Checks, verifies and recommends for approvals to Management on all invoices/Claims submitted by contactors during the implementation phase as per UN procurement rules and ensure all technical inputs and cost estimates are accurate, timely provided and included in the project proposals and budgets.

Procedural:

- Provides specialized support in carrying out technical assessments of existing buildings and infrastructure.
- Preparing draft proposals for alteration work including preparation of technical specifications, bills of quantity and cost estimates necessary for solicitation of quotations from the open market.
- Participates in technical review of offers submitted and studies drawings and sketches for review and discussion to determine extent of work required; presents alternatives as solution of problems. Accompanies all contractors to job locations, clarifies drawings and specifications after contract has been awarded to successful contractor.

Operational:

- Reviews and evaluates technical offers and coordinates with procurement unit.
- Participates in the preparation of cost estimates for biennial budget and acquisition plan related to the Unit/Section accounts.
- Suggests ways to institute control and methods to improve services and reduce costs for the United Nations.
- Coordinates with Security and Safety team on their investigation on safety and fire hazard situations associated with installation done by the Unit.
- Ensures that daily activities are in accordance are in compliance with the UN Environmental and Waste Management Policies, and in line with the UN Environmental Strategy objectives
- Acts as Team Leader as required.

-Performs other duties as required.

Competencies

Professionalism: Knowledge of rules and regulations pertaining to construction, building management and industry codes and standards. Knowledge in structural design analysis and systems design for buildings and infrastructure. 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.

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 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.

Education

High school diploma or equivalent is required.

Job Specific Qualifications

A technical/vocational diploma/certificate in engineering or related area is required.

Work Experience

A minimum of seven (7) years of experience in facilities management, building management, engineering, architecture, administrative services or related area is required.

A minimum of one year working experience in computer aided design software such as Autocad or similar is required.

Experience in structural design analysis is desirable.

Experience in the use of engineering tools and management of studio equipment is desirable.

Experience in MS Office is required

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English is required.

Assessment

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

Special Notice

This post is temporarily available until 30 June 2023 and may be subject to extension. This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. All staff in the General Service and related categories shall be recruited in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country. A staff member subject to local recruitment shall not be eligible for the allowances or benefits exclusively applicable to international recruitment.

Passing the Global General Service Test (GGST) is a prerequisite for recruitment consideration in the General Services and related categories in the United Nations Secretariat. Applicants who have not passed the GGST at the time of application may be invited for the test after submitting an application. Having passed the Administrative Support Assessment Test [in English] at the United Nations headquarters, Economic Commission for Africa, Economic and Social Commission for Western Asia, United Nations Office at Geneva, United Nations Office at Vienna, International criminal tribunal for Rwanda or International Criminal Tribunal for the former Yugoslavia may be accepted in lieu of the GGST.

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.

Staff Members are subject to the authority of the Secretary-General and to assignment by him

or her. In this context, all Staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

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.