

Posting Title : ENGINEERING ASSISTANT, G6
Job Code Title : ENGINEERING ASSISTANT
Department/ Office : United Nations Mission in the Republic of South Sudan -
created by GA Resolution 1996 (2011)
Location : Juba
Posting Period : 21 November 2024-20 December 2024
Job Opening number : 24-ENG-UNMISS-248027-R-Juba (R)
Staffing Exercise : N/A

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

Org. Setting and Reporting

This position is located in the Engineering Section of the United Nations Mission in South Sudan (UNMISS) in Juba, South Sudan. The Engineering Assistant reports to the Chief, Engineering Operations/Facilities Management officer.

Responsibilities

Within the delegated authority and under the supervision of the Engineer/Facilities Management Officer, the Engineering Assistant will apply professional engineering knowledge and expertise in the performance of the following duties and responsibilities:

- Prepare detailed bills of quantities and design drawings using AutoCAD, Civil 3D, or similar for planned projects and submit them for the review and approval of the supervisor.
- Take measurements of existing structures, update plans, and prepare "as built" drawings.
- Estimate and prepare material requests and submit them for the approval of the concerned unit supervisor.
- Perform physical verification of all real estate assets and infrastructures, create architectural/usage objects and lease contracts in the Real Estate database, monitor related documents, update UMOJA records, and generate related reports when required.
- Carry out site visits to different locations by air or driving vehicle as directed by the supervisor or as deemed necessary. The visits may include spending overnights in remote camps.
- Follow up on the implementation of services by engineering technicians and contractors, report on the completion of works in conformity with initial specifications, and recommend them for approval. Perform necessary inspections on the Mission's facilities and sites and initiate engineering work requests as necessary.

- Receive and process daily engineering work requests, create engineering service orders in Umoja, and notify the concerned unit after supervisor approval.
- Providing support for other engineering units to implement projects, maintenance, and repair tasks in the mission premises.
- Follow up with the respective engineering units to prepare material lists and collect and deliver spare parts, materials, and equipment to the required destination.
- Assists with the collection and analysis of data as well as preparation of data presentations and reports for information sharing, responding to queries, knowledge management, planning, and decision making.
- Perform related administrative tasks as necessary.

Competencies

Professionalism: Knowledge of construction and engineering installation techniques. Ability to supervise the working team. Shows pride in work and 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 complex 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.

Planning and organizing: Develop clear goals that are consistent with agreed-upon strategies. Identify priority activities and assignments and adjust priorities as required. Allocate appropriate time and resources for completing work. Foresee risks and allow for contingencies when planning. Monitor and adjust plans and actions as necessary. Use time efficiently.

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 a final group decision, even when such decisions may not entirely reflect one's position. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Education

High school diploma or equivalent is required.

Job Specific Qualifications

Trade and Craft Certification (or specific equipment certification) in carpentry, electrical, heavy equipment operator, mechanic, plumbing, welding or related trade is required.

Work Experience

A minimum of seven (7) years of progressively responsible experience in engineering, architecture, construction/commissioning and operations/maintenance of facilities and infrastructure within the specific trade and craft area of carpentry, electrical, heavy equipment operator, mechanic, plumbing, welding and/or related trade and craft is required. The minimum year of relevant experience is reduced to five (5) for candidates who possess a first-level university degree or higher.

Experience in supervising engineering work sites is required.

Experience in Microsoft applications (Word, Excel, and PowerPoint) is required.

Practical experience in computer-aided design software such as AutoCAD, Civil 3D, and drafting technical documents and reports and preparing bills of quantities for specific engineering tasks or similar is desirable.

Languages

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

Assessment

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

Special Notice

This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. Applicants for positions in the General Service and related categories must be authorized to work for the United Nations in the duty station where the position is located. Eligible applicants selected from outside the duty station are responsible for any expenses in connection with their relocation to the duty station. Staff members subject to local recruitment are not eligible for allowances or benefits exclusively applicable to international recruitment.

Qualified women that meet the requirements of this job opening are particularly encouraged to apply and will be given full consideration in accordance with the United Nations efforts to increase women participation in its workforce.

This position is located in Juba. Please note that anyone selected will be required to report for duty in that location on the agreed date AND will also be expected to arrange their own accommodations, there is no UN provided accommodation. If the selected candidate is unable to report to the identified Duty Station, the contract will be considered void.

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.

Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process.

By accepting a letter of appointment, staff members are subject to the authority of the Secretary-General, who may assign them to any of the activities or offices of the United Nations in accordance with staff regulation 1.2 (c). Further, staff members in the Professional and higher category up to and including the D-2 level and the Field Service category are normally required to move periodically to discharge functions in different duty stations under conditions established in ST/AI/2023/3 on Mobility, as may be amended or revised. This condition of service applies to all position specific job openings and does not apply to temporary positions.

Applicants are urged to carefully follow all instructions available in the online recruitment platform, inspira, and to refer to the Applicant Guide by clicking on "Manuals" in the "Help" tile 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.