



VACANCY ANNOUNCEMENT

<u>VACANCY ANNOUNCEMENT</u> N°: MINUSMA-IC-ENGINEERING-003-18	TITLE: PROJECT MANAGER/ CAMP MANAGER	Duty Station: Mali Regions: (Multiple Duty Stations) Date issued: 29 May 2018
	DURATION: 6 MONTHS WITH EXTENSION POSSIBILITY TO 9 MONTHS	Closing date: 07 June 2018
	FOR INTERNATIONAL CANDIDATES ONLY	<u>Applications received after the closing date will not be accepted</u>

I. RESPONSIBILITIES

Within the delegated authority and under the supervision of the Chief Engineer and Regional Engineering Officer the Contractor will be responsible for the below:

- Ensure monitoring and evaluation of activities, translating this information into internal and/external reports monthly; and provide other technical and management support to senior staff, as and when requested.
- Provide feasible building systems that employ standard construction techniques as per established design parameters.
- Raise MINUSMA's engineering staff awareness of international standards for structural design, construction and maintenance on a full-time basis.
- Develop and implement a quality assurance programmed for all works securing compliance with design standards within two months of appointment.
- Develop operations and maintenance (O&M) manuals for future maintenance of facilities and infrastructure within three months of appointment.
- Review the construction schedule on weekly basis to monitor progress, verify sequence of work, and make adjustment to return to baseline schedule before problems translate in major delays.
- Verify that all tests are performed according to the contract documents and that the responsible parties keep proper records and report test results.
- Supervise and maintain daily presence at assigned MINUSMA construction site(s).
- Observe and report contractors' work quality compliance as per contract guidelines, including completion of required forms, adhering to agreed work procedures and any other work modifications that are agreed on bi-weekly.
- Monitor and ensure that all agreed work safety precautions (measures) as per the contractors' approved safety plan are fully implemented by the Contractor(s) and report on any breaches.
- Immediately report on any operational issues that affect or might affect the normal construction works; related materials; machinery; tools and other none MINUSMA related activities.
- Observe records and report any environmental issues that are affecting or might affect the surrounding area such as waste water leakages or any stagnant water that relates to any flawed implementation.

- Observe record and report all damages to Camp infrastructure resulting from construction works.
- Ensure that engineering works (civil, electrical) are completed on schedule in accordance with the scope of works, planning and contract documents.
- Conduct weekly joint inspections to control all construction activities on site, approve work certification, invoices, as-built drawings accordingly.
- Capture all defects during weekly inspections, address them to the General Project Manager and supervise rectification of all defects within the defects liability period.
- Design of MINUSMA projects as and when required.
- Ensure MINUSMA camp projects are achieved within time lines planned executed as planned and with the right materials and equipment.
- Provide adequate support to MINUSMA engineering units and contractor(s) to ensure that construction works are carried out as specified in the scope of works and within agreed timelines.
- Ensure coordination between all involved parties so that construction works are carried out effectively and in timely manner.
- Ensure all necessary project records are maintained for proper monitoring, control and reporting.
- Ensure Operation and Maintenance (O&M) manuals are well developed and all necessary trainings completed.
- Set up a working, monitoring and control system and supervise projects.
- Set up a working, monitoring and control system for camp management.
- Ensure MINUSMA camps are properly managed.
- Plan timely execution of MINUSMA camps projects.
- Plan for adequate support to MINUSMA engineering units and contractors.
- Plan smooth coordination between all stakeholders.
- Plan a proper project records maintenance, monitoring, control and reporting.
- Plan development of operation and maintenance (O&M) manuals and trainings.
- Plan control system for camp management and a working monitoring and control system for camp management.
- Ensure camp projects are achieved within time lines planned executed as planned and with the right materials and equipment.
- Project records are maintained for proper monitoring, control and reporting.
- Coordination between all involved parties so that construction works are carried out effectively and in a timely manner.

II. COMPETENCIES

Professionalism: Proven analytical and evaluation skills; Thorough knowledge of all forms of air transport activities; Thorough knowledge of air operations related safety requirements; Ability to work independently in managing difficult and time sensitive situations as well as conflicting priorities; Shows pride in work and in achievements; Demonstrates professional competence and mastery of subject matter 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.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; Solicits inputs by genuinely valuing other's 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.

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 constancies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently.

III. QUALIFICATIONS & EXPERIENCE REQUIRED

Education: Advanced university degree (master's degree or equivalent) in civil engineering. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree

Experience: A minimum of seven years of progressively responsible experience in engineering or related area. Qualifying years of experience are calculated following the receipt of the first level university degree recognized by the United Nations.

Language: Fluency in one of the working languages of the UN Secretariat, English or French, (both oral and written) is required; knowledge of the other is desirable. Knowledge of another UN official language is an advantage.

Submission of applications:

1. Interested candidates with the required qualifications are invited to submit their applications including (i) the updated United Nations Personal History Form (P11), (ii) a cover letter and (iii) the authentic certificates of work experience by the email at minusma-recruitment@un.org no later than 07 June 2018.
2. Any other form or evidence submitted after recruitment of the candidate will not be accepted.
3. It is mandatory to write the number of the vacancy Announcement in the subject of the email.
4. **MINUSMA-IC-ENGINEERING-002-18 – PROJECT MANAGER/ CAMP MANAGER.** This vacancy announcement is available on our website at www.minusma.unmissions.org.

Important Note:

1. In compliance with the United Nations rules and regulations on gender balance, applications from qualified female candidates are strongly encouraged.
2. These positions are open to international candidates only.

THE UNITED NATIONS DOES NOT CHARGE ANY FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION SUBMISSIONS AND PROCESSING, INTERVIEW OR TRAINING OR ANY KIND OF FEES. UNITED NATIONS DOES NOT SHOW ANY INTEREST IN THE INFORMATION RELATED TO BANK ACCOUNTS OF CANDIDATES.