
JOB POSTING DETAILS

Posting Title:	Engineering Assistant, G-5
Job Code Title:	Engineering Assistant
Opening Number:	TJO26
Department/Office:	The United Nations Mission to Support the Hudaydah Agreement
Location:	Hudaydah, Yemen
Type of Contract:	Temporary Appointment
Duration of Contract:	Six months
Posting period:	29 November -6 December 2021

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

Special Notice:

This position is being advertised for advance planning purposes pending formal approval of the relevant funding and staffing structures for a duration of 6 months. An appointment may be terminated, or post level adjusted in accordance with the Staff Rules for such reasons as abolition of post or reduction of staff or committee funding approvals, for example in the event that the funding for the post is not approved or the mandate of the mission is not extended.

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.

Org. Setting and Reporting:

This position is located in the Office of Supply Chain and Service Delivery\ Engineering and Facilities Management, of United Nations Mission to Support the Hudaydah Agreement (UNMHA). The Engineering Assistant will be based in Hudaydah and will report to Engineering Technician.

Responsibilities: The incumbent will be requested to provide specialized reliable technical assistance, as well as coordination, in support of activities related to the construction/commissioning and operations/maintenance of facilities and infrastructure. Prepares technical reports and efficiently processes work and requisite follow-up. Within the limits of

delegated authority, the Engineering Assistant will be responsible for performing the following duties:

Technical:

- Install\commission and operate\maintain systems in the specific trade area in compliance with recognized standards and regulations pertaining installation and safety codes.
- Prepare technical reports in the specific trade area to determine work requirements including carrying out technical assessments of the installation and maintenance of engineering systems.
- Assist in drawing plans, schedules and supervision for construction, repair, and installation of conventional buildings, temporary buildings, infrastructure and sites and premises including grounds in the mission area.
- Participate in technical review of offers submitted and study drawings and sketches for review and discussion to determine extent of work required; present alternatives as solutions of problems.

Procedural:

- Generate appropriate work orders and assign them to specific trade or craft area.
- Read, interpret and close-out technical work orders in conjunction with associated technical specification.
- Maintain records relating to inventories and work orders.
- Alert the supervisor of Unit\Section of unusual occurrence and \or damage that have taken place or are likely to occur.
- Inspect quality of services performed by the contractors is in accordance with set terms and conditions, codes and standards, health and safety regulations and objectives. Assist in final inspection, supervision and commissioning of the work, claim operation manuals and shop drawings for files, and inform supervisor of completion of work

Operational: Basic planning and organizing for most effective execution of work.

- Assist with the preparation of cost estimates in the specific trade area.
- Coordinate work as necessary with engineering counterparts.
- Provide instruction to junior engineering assistants on proper operation.
- Prepare the list of materials and equipment needed for completing the work, and ensure availability for work orders scheduled, and write a work order after the completion of the work.
- Monitor the quality levels of the supply of materials and equipment for routine schedule maintenance.
- Provide inputs to periodic acquisition plans for engineering materials\equipment in the specific trade area.
- Ensure that daily activities are in compliance with the DPKO\DFS Environmental and Waste Management policies and in line with the DFS Environment Strategy objectives.
- Ensure that projects meet safety and security standards by reviewing them with designated Safety and Security officials.

Perform other duties as required.

Core Competencies:

Professionalism:

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.

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 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 and Organizing: Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments and 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. Trade and Craft certification (or specific equipment certification) in carpentry, electrical, heavy equipment operator, mechanic, plumbing, welding or related trade and/or certificate/degree in engineering, construction or related field is desirable.

Work Experience:

A minimum of five years of progressively responsible experience in 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. Experience in structural design, systems design, land surveying is highly desirable. Experience in technical drawing software, specifically AutoCAD is required; experience in Revit is desirable.

Languages:

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English and Arabic (both oral and written) are required.

Physical Requirements:

The work requires the incumbent to be physically fit to spend long hours working on construction sites and/or operational facilities. It also requires travelling to the field offices.

The work involves exposure to a number of occupational safety and health related consideration including excess noise and operation of equipment which require the use of personal protective equipment. The work will be performed both indoors/ outdoors under a variety of harsh hot and cold weather condition, at various construction sites or facilities.

Assessment Method:

Evaluation of qualified candidates may include an assessment followed by an informal interview.

United Nations Considerations:

The United Nations shall place 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. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.