



UNITED NATIONS RELIEF AND WORKS AGENCY
FOR PALESTINE REFUGEES IN THE NEAR EAST
UNRWA

Do you have the dedication, skills, knowledge and experience to help us improve the life of Palestine refugees? The United Nations Relief and Works Agency offers challenging opportunities for professionals interested working in a results-driven and diverse environment. If you are then we would like to hear from you.

UNRWA is the United Nations agency responsible for the protection, care and human development of a population of some 4.6 million Palestine refugees living in the Gaza Strip, the West Bank, Jordan, Lebanon, and the Syrian Arab Republic. The Agency is committed to assisting Palestine refugees in maintaining a decent standard of living, acquiring appropriate knowledge and skills, enjoying the fullest possible extent of human rights, and leading a long and healthy life. UNRWA is by far the largest UN operation in the Middle East with over 29,000 staff. Most of the staff members are refugees themselves, working directly to benefit their communities – as teachers, doctors, nurses or social workers.

Area Maintenance Engineer

(For Information Infrastructure & Camp Improvement “ICIP” internal Staff Only)

Two posts

Location	Gaza Field
Type of Appointment	Fixed Term- under establishment
Deadline for Application	30 August 2017
Vacancy Announcement Number	10-08-2017
Grade	14
Department/Division	Infrastructure & Camp Improvement/ Design

MAIN RESPONSIBILITIES

In accordance with Agency policy and procedures, the ideal candidate:

- Directs and coordinates activities of the regular maintenance, or a set of maintenance projects, ensuring that objectives are accomplished within a prescribed time frame, funding parameters and UNRWA rules and standards; identifies and evaluates alternative solutions to effectively overcome difficulties and problems;
- Provides substantive input to the overall maintenance implementation plans; monitors and ensures that technical instructions and guidance as related to the maintenance projects are applied; ensures completion of, and tracks, all independent testing and inspections as required;
- Is responsible for implementation of maintenance contracts in his/her Area including, but not limited to, supervision of Project/Maintenance Engineers, certifying daily, weekly and monthly progress reports, certifying schedules for labourers and equipment; conducting site meetings; identification and preparation of draft variation orders; carrying out analysis and making recommendation on claims and making sure that the contractors meet contractual requirements of safety, environment and health, insurance and security deposits/guarantees;
- Reviews all maintenance project documentation, monitors maintenance time schedule, cost and quality on daily/ weekly basis; oversees shop drawings, raises and discusses relevant issues at the project site meetings; prepares and issues minutes of site meetings; monitors and ensures that contractors' performance is in compliance with the contract requirements, specifications and local regulations;
- Reviews and issues monthly progress and financial reports to show summary results and progress made on physical achievements and expenditure for internal and external use;
- Assists Field Maintenance Engineer in conducting annual technical surveys of all Agency buildings and installations in his/her Area to determine maintenance priorities, needs and financial requirements for maintenance; prepares annual work plans for all maintenance works, in his/her area, and updates them at regular intervals;
- Contributes to pre-qualification process, and preparation of detailed technical analysis of the submitted tenders;
- Implements communication plans, and coordinates, with end user Departments to ensure meeting their operational and technical needs;

- Performs such other duties as may be assigned;

PERSONAL & PROFESSIONAL COMPETENCIES

- University degree in civil/architect engineering from an accredited institution
- At least four years working experience in maintenance works of which two years should have been in site supervision and technical administration;
- Good command of English and Arabic
- Ability to work under pressure and meet multiple deadlines
- Ability to work in a team environment;
- Communication skills and ability to effectively deal with stakeholders;
- Knowledge of the latest developments in the field of new materials and methods and their impact on design and constructions
- Supervisory skills

DESIRABLE QUALIFICATIONS:

- Good Knowledge of computer applications in construction and project management;
- Knowledge and experience in UNRWA installations

ADDITIONAL INFORMATION:

Since the incumbent will be required to drive an UNRWA vehicle in the course of carrying out the functions of this post, possession of a valid driving license is essential.

CONDITIONS OF SERVICE

- Basic Salary: Monthly basic salary \$1,391.40; and monthly dependency allowance \$18.65 and Group Medical Insurance GMI \$12.00.
- Contract Duration: Three years including 1 year probation period.
- Employment for this post might be either on full-time or part-time basis based on the needs. Announcing this modality does not mean that it would definitely be used. It would rather give the Agency the flexibility to use both full time and part time contracts based on the work needs and the personal circumstances or preferences of the staff member.
- Leave: 30 days annual leave
- Pension: Provident Fund contribution
- Other conditions of service and benefits may apply.

EQUIVALENCY

When the minimum requirements are not fully met, the Director of Human Resources; in consultation with the Director of UNRWA Operations, Gaza may exceptionally substitute part of the unmet requirements with a combination of relevant academic qualifications, additional professional training and progressive relevant work experience.

NB: Work experience alone or formal qualifications with no relevant work experience are not considered an acceptable combination.

ASSESSMENT METHOD

Qualified candidates will be required to undergo tests and a competency based interview. To learn more about positive and negative indicators of professional behaviors within the UN competencies, you may review the [UN Competency Development – A Practical Guide](#)

GENERAL INFORMATION

UNRWA is a United Nations organization whose staff are expected to uphold the highest standards of integrity, neutrality and impartiality. This includes respect for human rights, for diversity, and for non-violent means of dealing with all kinds of conflict. UNRWA staff are expected to uphold these values at all times, both at work and outside. Only persons who fully and unconditionally commit to these values should consider applying for UNRWA jobs. UNRWA is a non-smoking working environment.

الأونروا هي منظمة تابعة للأمم المتحدة، وهي منظمة تفترض من موظفيها الالتزام بأعلى معايير الاستقامة والحياد والنزاهة. ويشمل ذلك احترام مبادئ حقوق الإنسان واحترام التنوع وتبني الوسائل غير العنيفة في حل كافة أشكال النزاعات. المتوقع من موظفي الأونروا أن يقوموا بدعم هذه القيم في كافة الأوقات، سواء في أماكن العمل أم خارجه. إن أولئك الأشخاص الذين يتمتعون بالالتزام الكامل وغير المشروط بهذه القيم هم فقط الذين ينبغي أن يتقدموا بطلباتهم للعمل لدى الأونروا. الأونروا هي بيئة عمل يمنع فيها التدخين

UNRWA encourages applications from qualified and experienced women. It is Agency policy to give full consideration to disabled candidates whose disability does not militate against the effective performance of the duties of the post. UNRWA is an equal opportunity employer and welcomes applications equally from men and women. Where there are two or more equally qualified candidates, selection preference will normally be given to internal candidates, Palestine Refugees and candidates of the under-represented gender. With their prior agreement, candidates who are approved as suitable for appointment but are not the selected candidate for this vacancy, will be placed on the Agency's roster of pre-approved candidates for a period of up to one year, and may be considered for future vacancies in the same position. The Agency maintains the discretion to fill future vacancies for this position from the roster without re-advertising the vacancy.

HOW TO APPLY

If you have got the skills and experience required above, and want to make an active and lasting contribution to improving the lives of Palestine refugees, then register on <http://jobs.unrwa.ps> by creating a personal profile and completing the UNRWA Personal History Form. Only applications received through this website will be considered. Please note that UNRWA only accepts degrees from accredited educational institutions. Candidates may also be invited to take a technical exam in order further evaluate their qualifications for the post. *Due to a high volume of applications received, only short-listed applicants will be contacted.* The United Nations does not charge a fee at any stage of the recruitment process. The United Nations does not concern itself with information on bank accounts.

As an Area post, preference will be given to local candidates already based in the duty station of the post.

23 August 2017