

**TRUCE SUPERVISION ORGANIZATION****TEMPORARY JOB OPENING – INTERNAL / EXTERNAL**

<b>VACANCY NUMBER:</b>	<b>19/017</b>
<b>DEADLINE FOR APPLICATION:</b>	<b>03 September 2019</b>
<b>DATE OF ISSUANCE:</b>	<b>27 August 2019</b>
<b>POST TITLE:</b>	<b>Engineering Assistant</b>
<b>POST LEVEL:</b>	<b>G-4</b>
<b>POST NUMBERS:</b>	<b>30912466</b>
<b>SECTION:</b>	<b>Engineering &amp; Facilities Management Section</b>
<b>DUTY STATION:</b>	<b>Jerusalem</b>

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

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**QUALIFIED FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY****Special Notice**

The temporary position is intended to fill the functions for a short-term duration until 31 December 2019 with a possibility of extension subject to the availability of the position. Recruitment for this position is done on a local basis, whether or not the candidate is a resident of the duty station. Candidates should have no expectation of any fixed-term appointment possibility after the end of this temporary appointment. Subsequent to the initial temporary appointment, new and successive temporary appointments may be granted for service in the same office or in a different office any number of times, for any duration, provided that the length of service does not exceed the period of 364 calendar days.

**Responsibilities**

Under the direction and supervision of the Project Engineer, the Engineering Assistant shall be responsible for the following duties:

- Support Project Engineer in monitoring ongoing and upcoming projects making sure that the works are being implemented strictly in accordance with the SOW/Specifications and other related documents;
- Verify actual / as-build quantities to facilitate timely approval of contractor's periodic billings;
- Perform quantity and cost estimates;
- Liaise with counterpart to ensure project schedule is updated periodically;
- Follow-up submission of periodic reports by the contractor;
- Provide project administrative supports including but not limited to the filing of project records, preparation of minutes of meetings, and follow-up submission of documents by consultants and by the contractor(s);
- Preparing all needed structural drawings, preparation of scope of requirements, bills of quantities and tender support.
- Preparing and Updating Mission-Wide Environmental Action Plan every 6-month cycle as per General Service Center (GSC) Requirements; through Data collection, analysis and monitoring for UNTSO/UNSCO consumption of Energy, Water and waste water and Solis Waste Disposal.
- Monitor UNTSO's environmental management activities and make sure they are in-line with the requirements of DFS Environment Strategy.
- Ensure that Environmental Requirements are addressed and incorporated in all current and upcoming Renovation/Construction Projects.
- Perform other related duties as required.

**Competencies**

**Professionalism:** Ability to apply engineering skills and to participate in engineering projects, including preparation of cost estimates, research of data and preparing graphs. Ability to identify and analyze engineering data. 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. **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; 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). Additional certification in engineering, architecture or related disciplines is highly desirable.

### **Work Experience**

At least three (3) years of relevant experience in the field of engineering and construction preferably in construction project implementation. Familiarity with local and international building construction standards, knowledge and experience in cost estimates, drafting, project monitoring and quality control is highly desirable.

### **Languages**

Fluency in spoken and written English is required; working knowledge of spoken and written Arabic & Hebrew is desirable.

### **Other Skills**

Experience in the usage of computers, AutoCAD and office software packages (MS Word, Excel, Project, etc.). A valid driver's license in Jerusalem is highly desirable.

### **Assessment Method**

Short-listed applicants may be evaluated through a competency-based interview and/or other assessment methods.

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**SPECIAL NOTE: QUALIFIED FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY**

- ***APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED***
  - ***ONLY APPLICATIONS SUBMITTED ONLINE WILL BE CONSIDERED***
  - ***ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FOR FURTHER ASSESSMENT***
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### **How to Apply to United Nations Truce Supervision Organization (UNTSO) vacancies:**

The UNTSO Jobs page, <https://untso.unmissions.org/untso-jobs>, will include all Job Openings.

1. To start the application process, applicants must download a [Personal History "P.11"](#) form. **Note: Any other form of application will not be accepted.**
  2. Once the download is finished, complete and save your Personal History Form (P.11) and then e-mail it to the following e-mail address: [untso\\_staffing@un.org](mailto:untso_staffing@un.org)
  3. In completing the P.11 form, please note that all fields must be completed accurately to the best of your knowledge.
  4. Submit a written cover-page application in addition to your completed and signed P.11 form.
  5. Indicate the JO number on the subject heading in your email application. Applications that do not comply to this standard will not be validated.
  6. Your application will be screened and evaluated against the requirements as specified in the particular vacancy and your name may be put forward for that specific announcement only.
  7. In view of the high volume of applications received, only those applicants who move forward in the process, will be contacted for further assessment. Those who are successful/not successful in the assessment will be notified.
  8. For **internal candidates:** Ensure that your application is scanned to [untso\\_staffing@un.org](mailto:untso_staffing@un.org) from your personal or UN email account and include the JO number on the subject heading with a return receipt request. Applications that do not comply to this standard will not be validated.
  9. For **internal candidates and UN staff from agencies:** Attach your latest two Performance Reports.
  10. For **external candidates:** Attach your latest two performance appraisal reports if applicable.
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### **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. Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for

international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

**THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.**

**At your interview**

The United Nations' greatest asset is the quality of its staff. To ensure that the very best people join the UN team we use a [competency based interview](#) process. Competency based interviews are also called "behavioural interviews" or "criterion based interviews." Such interviews are based on the concept that past behaviour and experience is the best indicator of future performance. In other words, your history tells a story about you: your talents, skills, abilities, knowledge and actual experience in handling a variety of situations.

For more information on competency based interviews, click [here](#).

**Applications should be addressed to:** **Chief Human Resources Officer, UNTSO**  
**Email: [untso\\_staffing@un.org](mailto:untso_staffing@un.org)**

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