

UNOPS helps its partners in the United Nations system meet the world's needs for building peace, recovering from disaster, and creating sustainable development. UNOPS is known for its ability to implement complex projects in all types of environments around the globe. In an effort to promote organizational excellence, UNOPS seeks highly qualified individuals for the following position:

### **Vacancy Details**

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**Vacancy code:** VA/2014/B5109/6333

**Post Title:** Project Engineer

**Post Level:** L-ICA 8

**Org Unit:** AEMO/RSPC/ Serbia Floods Rehabilitation Support

**Duty Station:** Belgrade/Serbia

**Duration:** 1 year, renewable

**Start Date:** Immediate

**Closing Date:** 7 December 2014

### **1. Project(s) Background**

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“Serbia Rehabilitation Support after Floods” project has been prepared in cooperation with the Government of the Republic of Serbia, and close coordination with its European Integration Office (SEIO), and the Norwegian Ministry of Foreign Affairs, as a response to devastating floods that hit Serbia in May 2014.

The overall objective of this action is to contribute to the efforts of the Government of Serbia to support the municipalities affected by May 2014 floods to restore living and working conditions. By extending assistance for rehabilitation of public buildings of primary importance (kindergartens, schools, health and cultural institutions) this project will directly aid the recovery process in the municipalities that suffered from the floods.

The specific objective of the project is to support the citizens of the municipalities affected by the floods to restore their living conditions, and to establish normal functioning of kindergartens, schools, health and cultural institutions.

The project will deliver four results:

**Result 1:** Working conditions restored to normal in up to 12 kindergartens and schools in municipalities affected by the floods

**Result 2:** Provision of services restored to normal in up to 18 health care institutions affected by the floods

**Result 3:** Functioning of up to five cultural institutions affected by the floods restored to normal

**Result 4:** Additional equipment provided for up to eight schools that are reconstructed from other funding sources but not fully equipped.

The final beneficiaries of the action are municipalities where public institutions will be rehabilitated and equipped; the Flood Affected Areas Assistance and Recovery Office, the Ministry of Education, Science and Technology Development, the Ministry of Health and the Ministry of Culture and Information.

The project will closely cooperate with the key stakeholders in order to achieve the planned results: the Government of Serbia Commission for Damage Assessment, the SEIO, the line ministries (the Ministry of Construction, Transport and Infrastructure, the Ministry of State Administration and Local Self Government, the Ministry of Education, Science and Technology Development, the Ministry of Health); local self-governments, and the Serbian Chamber of Engineers.

### **Duties and Responsibilities**

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## 2. Purpose and Scope of Assignment

Under the direct supervision of the Project Manager, the Project Engineer will undertake following tasks/duties:

- Provide technical support for all engineering issues
- Lead in the detailed needs assessment of kindergartens, schools, medical centres and cultural institutions/facilities in the affected municipalities and support in their reparation or reconstruction
- Develop Bills of Quantities and budget estimates for required works based on examination on site and existing project documentation
- Formulate and/or check and revise all technical sub-project documents/designs
- Lead planning, monitoring and evaluation of sub-projects in close cooperation with the municipal bodies, including technical monitoring to ensure compliance with the technical documentation and timely completion
- Manage contractors and contract execution
- Ensure that appropriate aspects of good governance are integrated into the reconstruction projects
- Hold regular reporting meetings with the Government of Serbia Commission for Damage Assessment, Serbian Chamber of Engineers, mayors, technical supervisors and other stakeholders
- Coordinate work of retainer engineers, appointed site supervisors, contractors and representatives of beneficiary institutions

Perform other duties as may be reasonably required and in line with the incumbent's scope of services above.

At the request of UNOPS Serbia Project Centre (RSPC) Manager and as may be reasonably required, provide support to RSPC activities in line with the scope of the services of this ToR, in order to promote the common objectives of the RSPC and donors of its projects.

Support reorganization of RSPC to respond to the new workload as appropriate.

## 3. Required Selection Criteria

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### a. Education

- Master degree in Civil or Architectural engineering (Graduate Civil Engineer or Architect)  
Bachelor's degree with 2 years of additional experience may be accepted in lieu of the Masters.

### Required Licences

- Valid graduate engineer's licences for responsible designer: 310, 311, 312, 315, 316, 317 or 318 for civil engineers and 300, 301, 302 for architects **OR**
- Valid graduate engineer's licences for responsible contractor: 410, 411, 412, 413, 414, 415 or 418 for civil engineers and 400 or 401 for architects

### b. Work Experience

- Minimum two years of relevant professional civil or architectural engineering experience at site
- Experience in assessment, preparation of specifications for building material and other documentation for tendering in the process of private house reconstruction
- Work experience preferably with the EU or the UN, or another international organization

### c. Key Competencies

- Serbian as native language, fluency in English
- Excellent organizational and inter-personal skills
- Formulates written and oral information clearly and persuasively
- Accountability for management of time, establishing clear performance goals, standards, and responsibilities

- Seeks and applies knowledge, information, and best practices from within and outside UNOPS
- Focuses on impact and result for the client and responds positively to feedback
- Builds strong relationships with clients and external actors
- Demonstrates commitment to UNOPS' mission, vision and values, including cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Strong IT skills
- Drivers licence essential and ability to travel independently

### **Submission of Applications**

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#### **Additional Considerations**

Qualified candidates may submit their application, including a letter of interest, complete Curriculum Vitae, updated United Nations Personal History Form (P.11) and copy of licences in possession to UNOPS via UNOPS Global Personnel Recruitment System at following link:

<https://gprs.unops.org/pages/viewvacancy/VADetails.aspx?id=6333>

**Please note that this is a local post and is open to all nationals of the country of the duty station and to individuals who have a valid work permit.**

#### **Additional Considerations**

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- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.
- Qualified female candidates are strongly encouraged to apply.
- UNOPS reserves the right to appoint a candidate at a level below the advertised level of the post.

For more information on UNOPS, please visit the UNOPS website at [www.unops.org](http://www.unops.org)