



United Nations Interim Administration Mission in Kosovo
RECRUITMENT UNIT
Human Resources Section

Job Opening – *Internal/External*

Job opening #: MIK (N)17-007	Deadline: 23 June 2017
Post Title: Associate Engineer	Level: NO-B
Organizational Unit: Facility Management Unit	Location: Pristina
<p>UNMIK invites qualified internal applicants and as well as external applicants in the relevant occupational group to apply for the position highlighted below. Interested applicants should submit a cover letter, Personal History Profile (PHP) or Personal History form (P.11) (www.uneca.org/sites/default/files/uploaded-documents/p11.doc) and copy of the latest two Performance reports (if applicable).</p> <p>Kindly note that applications upon receipt will be reviewed and <u>only applicants who are short-listed will receive an acknowledgement within six weeks from the deadline for submission of applications.</u></p> <p style="text-align: center;"><i>Please indicate the Job Opening number in the subject of your e-mail</i></p>	

DUTIES AND RESPONSIBILITIES:

Org .Setting And Reporting

This position is located in the United Nations Administrative Mission in Kosovo. The selected will be the Chief of Facility Management Unit and report to the Chief of Service Delivery.

Responsibilities

Within delegated authority, the Associate Engineer will apply professional engineering knowledge and expertise in performance of the following duties:

- Applies commonly used engineering calculations, practices and precedents in completing projects related to the design, construction, or repair of buildings and other UN premises, waste disposal systems, flood control systems, water treatment facilities, electrical power generation and distribution systems, and environmental control systems.
- Prepares design layout for smaller or less complex portions of buildings and facilities.
- Develops technical data regarding materials, sizes, dimensions, and quantities and costs to be incorporated in formal specifications.
- Estimates costs of repairs of damaged buildings, facilities and systems to determine feasibility of repairs or replacement.
- Liaises with local authorities and other local entities on matters relevant to UNMIK facilities management.
- Produces cost data and estimates on engineering-related requirements of current and planned

projects. Analyzes project proposals to ensure technical feasibility and to ensure that project objectives are attainable within prescribed resources.

- Drafts the section's budget proposal in line with the ongoing and future plans.

Work implies frequent interaction with the following:

Chief Service Delivery, Chief Supply Chain and Service Delivery and staff in other units.

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 to achieve the best outcome. 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 & 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.

Client Orientation: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Accountability: Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Managerial skills -Identifies strategic issues, opportunities and risks; clearly communicates links between the Organization's strategy and the work unit's goals; generates and communicates broad and compelling organizational direction, inspiring others to pursue that same direction; conveys enthusiasm about future possibilities.

QUALIFICATIONS AND EXPERIENCE

Education: Advanced university degree in Civil Engineering, Architecture or other related field
A first level university degree with two additional years of relevant experience may be accepted in lieu of the advanced university degree.

Experience: Minimum of two years of relevant experience is required if candidate holds advanced university degree (M.A./M.S.)

Languages: Fluency in spoken and written English is required. Fluency in spoken Albanian and/or Serbian is required.

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

As specified above, internal/external applicants are requested to submit a cover letter referring to [Job Opening No. MIK \(N\) 17-007](#) along with completed PHP/P11 to the attention of Human Resources Section by mail, fax or email to the following addresses:

P P.O. Box 999,10000 Pristina, Kosovo,

Fax No: +381-38-504604 ext 5848

E-mail to unmik-recruitment@un.org

The UN is an equal opportunity employer and welcomes applications equally from men and women. It is a UN Policy to give full consideration to disabled candidates whose disablement does not militate against the effective performance of the duties of the post