

Posting Title : Engineering Assistant

Department/ Office : United Nations Logistic Base

Location : Brindisi

Posting Period : 27 August 2020 - 10 September 2020

Job Opening number : 20-United Nations Logistic Base-140358-Individual Contractor

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

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### **Duties And Responsibilities**

This position is located in the Sourcing Support Unit (SSU) of the Supply Chain Service, United Nations Global Service Centre in Brindisi, Italy. Under the direct supervision of the Team Leader within the Sourcing Support Unit and in line with the established United Nations Rules and Procedures, the Individual Contractor is responsible for assisting in applying the standard engineering practices in the design, construction, maintenance, repair and liquidation of structures, facilities and systems required for peacekeeping and other United Nations Field Missions. The Individual Contractor will assist in carrying out portions of projects assigned by the Team Leader/Unit Head and support activities pertaining to Standardization, Planning, Design and Solicitation process in English and French.

Functions and responsibilities:

The supporting Individual Contractors will be held in pool of roster and will be hired as and when required for an initial period of six (6) months, with the possibility of an extension. Under the supervision of the Team Leader and/or Chief Sourcing Support Unit (SSU), the engineering Individual Contractor shall be required to perform the following duties, which are considered crucial to fully meet the Unit's workplan KPIs:

- a) Supports in the preparation of concept architectural/structural/systems drawings including draft of technical specification, cost estimates related to any Sourcing Support Unit (SSU) assignments from UN secretariat clients (e.g MINUSMA).
- b) Prepares tender documents package for the provision of equipment, supplies, spares, consumables and other goods and services as appropriate.
- c) Supports and conducts technical evaluations of offers and assists in analysis of bids/offers and technical studies of documents that are both in English and in French languages.
- d) Provide technical input as required in the development and implementation of supply and service contracts, including in preparing Statements of Work, technical evaluation and presentations to Local Committee on Contracts.
- e) Collaborates in undertaking technical and feasible studies and taking part to site investigations, if required.
- f) Communicates and liaises effectively with the United Nations (UN) Staff.
- g) Uses a range of computer packages for drafting drawings.
- h) Adopts good manufacturing practices and safely on all work assignments.

- i) Ensure that a project runs smoothly and that the specific project is completed on time and within the estimated budget.
- j) Implement procedures to ensure that requisitions are properly prepared and reviewed such that they are issued/replenished/allocated to the field in a timely and coordinated manner to ensure reliable flow of supply for the mission.
- k) Ensures full compliance with all environmental standards and requirements in carrying out the above-mentioned tasks, as well as compliance with overall policies, procedures and guidelines pertinent to mission activities, considering quality management and risk management best practices.

### **Work Location**

Brindisi

### **Expected Duration**

Six (6) months.

### **Result Of Service**

The primary result from the contractual service is to support UN secretariat clients for technical documentations, design and conduct technical evaluation of bids received for engineering projects and services when required.

### **Qualifications/Special Skills**

Academic Qualifications: High school diploma or equivalent is required. Engineering diploma/certificate/degree in civil, mechanical, electrical, architecture or other relevant is required.

Experience: A minimum of five (5) years of experience in facilities management, building management, engineering, architecture, administrative services or related area is required. Experience in drafting to architectural/structural/systems drawings including draft of technical specification, cost estimates for engineering projects is required.

Experience in preparing technical documents package for the provision of equipment, supplies, spares, consumables and other goods and services as appropriate is desirable. Experience in conducting the technical evaluations and of analysis of bids/offers and technical studies of documents is desirable.

Language: English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English is required. Fluency or at least working knowledge in French is desirable.

### **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.

As per UN policy, Consultants and Individual Contractors may not apply for or be appointed

to any position in the Professional or above categories and for positions at the FS-6 and FS-7 levels in the Field Service category within six months of the end of their current or most recent service. This restriction does not apply to associate experts(Junior Professional Officers) appointed under the Staff Rules.

**No Fee**

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