

United Nations Development Programme

Programme of Assistance to the Palestinian People

برنامج الأمم المتحدة الإنمائي / برنامج مساعدة الشعب الفلسطيني



Vacancy Announcement

Position: Electrical Engineer

Duty Station: UNDP/PAPP Office

Number of Vacancies: 2

Duration: One vacancy is for 12 months and one is for 6 months

Deadline: 10 April 2007

UNDP/PAPP invites qualified candidates to apply for the position of Electrical Engineer (2 in total) for the UNDP/PAPP Gaza Office.

General Duties & Responsibilities:

Under the direct supervision of the Engineering Unit Supervisor, the Electrical Engineer shall be responsible for the electrical activities for all required works in the Gaza Strip.

Technical Tasks:

- Prepare electrical designs and bill of quantities for projects.
- Review and verify the project plans and bill of quantities prepared by consultants to ensure the technical soundness of the design.
- Check and approve material and equipment incorporated in the works, ensuring compliance with designs, specifications, instructions and safety regulations, as per contractual agreements.
- Approve quality of workmanship pertaining to electrical and electro- mechanical activities, performing following up on material sampling and testing.
- Assist the Project Manager in preparing payments submitted by contractors, review measurement sheets for the periodic payments of the work.
- Liaise and coordinate with the local authorities, counterparts as well as GEDCO to identify relevant projects' components and needs in order to achieve proper planning and timely and smooth implementation of the project.

Administrative Tasks:

- Maintain a filing system for all site memos and instructions, measured quantities of work and materials on site, reports, and other documents and correspondence pertaining to the construction activities.
- Prepare monthly progress reports.
- Study and provide a written report on any contractor claim and/or variation of orders.
- Prepare written snag lists for final project checking prior to handover.

Qualifications:

- B.Sc. degree in Electrical Power Engineering from an accredited university.
- Minimum of five years experience as a electrical engineer.
- Knowledge of UNDP rules, regulations and procedures, including use of the Atlas system are assets.
- Proficiency in oral and written Arabic and English languages.
- Ability to analyze a situation and produce structured reports.
- Good computer skills (Microsoft Office applications, AutoCad, etc.).
- Organizational and managerial skills, ability to communicate / negotiate.
- Team player with excellent communication skills.
- Self disciplined with strong working ethics.
- Ability to work independently and take initiatives.
- Flexibility, ability to work under pressure.
- Have a valid driving license in Gaza Strip.
- Membership in the Palestinian Engineers Association.



To Apply:

- Interested candidates should send their application to UNDP/PAPP Office in Jerusalem, specifying the position: **Electrical Engineer/ Gaza**, by E-mail to hr.ps@undp.org or by fax to 02- 6268223.
- 10 April 2007.