

The United Nations Development Programme (UNDP) is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in 166 countries, working with them on their own solutions to global and national development challenges. As they develop local capacity, they draw on the people of UNDP and our wide range of partners.



### **VACANCY Announcement**

**Post Title: Mechanical Engineer**

**Duty Station: Jerusalem**

**Duration: 6 months**

**Deadline: 28 November 2007**

UNDP/PAPP is seeking qualified candidates to apply for the vacancy of a Mechanical Engineer based in the Jerusalem Office.

#### **Duties and Responsibilities:**

The mechanical engineer will work under the supervision of the Deputy Special Representative (Operations) in the Engineering Unit at UNDP-PAPP.

#### **Technical tasks:**

- Review the mechanical designs in terms of accuracy and suitability to overall designs as well as identify softness in the designs and be able to propose practical solutions.
- Ability to analyze and design processes in mechanical engineering as requested utilizing research, develop, design and other mechanical devices
- Strong ability in reviewing the accuracy of the mechanical bill of quantities of the projects proposed to the UNDP-PAPP.
- Strong ability in producing mechanical bill of quantities matching the international standards.
- Ability in verifying technical specifications of mechanical products, apparatus, services and associated quality materials.
- Follow up the contractual obligation of the contractor on the site and secure the testing of the installed products in order to verify their quality as being an integral part of both design and manufacture.
- Co-ordinate the work with the Palestinian Water Authorities and the contractor and ensures that a good relationship is kept among all stakeholders of the project.
- On the site, ensures that the work is done according to instructions, drawings and technical specifications as per contractual agreement.
- Approve quality of workmanship pertaining to mechanical and electro-mechanical activities.
- Check and approve material and equipment incorporated in the works.
- Check compliance with designs, specification and safety regulations.
- Give written corrective and guiding instructions to main contractor and sub-contractors.
- Measure, check, and record the executed works against payment request submitted by contractor and review measurement sheets for the periodic payment of the work.
- Coordinate with the counterpart and the contractor for the timely and smooth implementation of the project.

**Administrative tasks:**

- Prepares monthly progress reports as well as drawings when requested. Study and reports on contractors' claims and variation orders and immediately reports any problems / constraints arising in the progress of the work and between stakeholders.
- Keep files for all site memos and instructions, measured quantities of work and material on site.
- Prepare Snag List for final project checking, prior to handover.
- Perform any other tasks relevant to the Engineering Unit of UNDP-PAPP when required.

**Competencies:****General competencies:**

- Professionalism
- Integrity
- Enthusiasm
- Commitment
- Planning and Organizing
- Communication
- Judgment and Decision Making
- Good computer skills (Microsoft Office applications, AutoCAD, Epanet, etc.).
- High organizational skills
- Able to work efficiently with minimal direction
- Ability to work independently and to take initiatives, team spirit is essential, flexibility, resistance to stressful situations.

**Managerial Competencies:**

- Demonstrates ability to assist with planning, coordinating, communicating and managing works to a tight schedule.
- Demonstrated ability to assist with the production and management of all project documentation to a professional and accurate standard.
- Demonstrated ability to assist with motivating contractors to deliver as per contractual arrangements.
- Demonstrated understanding of the risk factors associated with project delivery and an ability to militate against these.

**Minimum Qualifications:**

- B.Sc. degree in Mechanical Engineering from an accredited university.
- Three to Four years of experience as a mechanical engineer preferably in water supply projects (knowledge in controls and civil engineering is an asset).
- Sound knowledge in industrial equipment and machinery, heating/cooling systems, medical devices and more.
- Full proficiency in spoken and written Arabic and English.
- Ability to analyze a situation and produce structured reports.
- Organizational and managerial skills, ability to communicate / negotiate.
- Ability to travel in all sites of assignment within the West Bank.
- Membership in the Palestinian Engineers Association.
- Work Experience with an international Organization and/or UN Agencies is an asset.

To Apply:

Interested candidates should apply by accessing <http://jobs.undp.ps> and completing the on-line application.

Deadline: 28 November 2007

**"UNDP/PAPP is an equal opportunity employer: applications from men and women will be considered equally"**