



Vacancy Announcement

Position: Site Engineer
Duty Station: City of Jenin

General Duties & Responsibilities:

Under the direct supervision of the Chief Engineer and the Project Managers, the Site Engineer shall provide daily on-site supervision of all construction activities for two key building projects in the City of Jenin, and shall be accountable for the following tasks and responsibilities:

Technical Tasks:

- Review and verify the project plans to ensure the technical soundness of the design.
- Provide daily on-site monitoring of work progress.
- Check and approve material and equipment incorporated in the works, ensuring compliance with designs, specification and safety regulations.
- Approve the quality of workmanship pertaining to all construction activities required by the project design/plan.
- Provide written instructions for corrective action and guidance to the contractors and sub-contractors.
- Monitor, measure, and record the executed works against payment request submitted by the contractor.
- Coordinate with the counterpart and the contractor for the timely and smooth implementation of the project.

Administrative tasks:

- Maintain a filing system for all site memos and instructions, measured quantities of work and material 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 Civil Engineering from an accredited university.
- Minimum of five years of field experience in similar projects.
- Team player with excellent communication skills.
- Self disciplined with strong ethics.
- Good command of English language with particular proficiency in reading and writing.
- Computer literacy in Word and Excel software.
- Residency in Jenin, City of Jenin desirable.

To Apply:

- Interested candidates should send their application to UNDP/PAPP Offices in Jerusalem, specifying the position: Site Engineer/Jenin, by E-mail to hr.ps@undp.org or by fax to 02- 6268223.
- Deadline: Tuesday 5 December 06.
- Only short-listed candidates will be contacted.