

## United Nations Development Programme

Programme of Assistance to the Palestinian People

برنامج الامم المتحدة الانمائي/ برنامج مساعدة الشعب الفلسطيني



### Vacancy Announcement

**Position:** Site Engineer (10 in total)  
**Duty Station:** UNDP/PAPP Gaza Office  
**Duration:** 6 months

#### 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.
- Verify the technical quality and cost effectiveness of works undertaken, supervise all tests required by the specifications and review their results.
- 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 work ethics.
- Good command of English language with particular proficiency in reading and writing.
- Computer literacy in Word and Excel software.
- Residency in the Gaza Strip, preferably from the North Governorate.

#### To Apply:

- Interested candidates should send their application to UNDP/PAPP Offices in Jerusalem, specifying the position: **Site Engineer/Gaza**, by E-mail to [hr.ps@undp.org](mailto:hr.ps@undp.org) or by fax to 02-6268223.
- Deadline: **Sunday 14 January 2007.**
- Only short-listed candidates will be contacted.