



The United Nations Human Settlements Programme (**UN-HABITAT**) / Special Human Settlements Programme for the Palestinian People (**SHSPPP**) is executing the establishment of the housing and income generating programme for widowed and poor women in Al-Khalil, West Bank, occupied Palestinian territories. The programme is funded by the Saudi Committee for the Palestinian People Relief.

**UN-HABITAT** seeks qualified applicants for the following position:

**Position Details**

Post Title:	<b>Site Engineer</b>
Duty Station:	<b>Al Khalil/ West Bank</b>
Working hours:	<b>8 am to 4 pm, Saturday to Thursday,</b>
Duration:	<b>12 months, renewable subject to availability of funds and up to two years</b>

**General Duties and Responsibilities:**

Under the overall supervision of the UN-HABITAT Project Manager, the Site Engineer will report directly to the Senior Engineer. He/she shall provide daily on-site supervision of all construction activities, shall liaise regularly with project staff to ensure smooth support for the project 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,
- 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 daily supervision reports, as well as weekly progress and financial reports required by UN-HABITAT and the donor;
- Study and provide a written report on any contractor claim and/or variation orders;
- Prepare written snag lists for final project checking prior to handover.
- Perform relevant duties as assigned.

**Competencies:**

## General Competencies:

- Professionalism
- Integrity
- Enthusiasm
- Commitment
- Planning and Organizing
- Communication
- Judgment and Decision Making
- High proficiency with computers in particular MS Word, MS Excel, MS Outlook and the Internet
- High organizational skills
- Able to work efficiently with minimal direction
- Team player with excellent communication skills;
- Self disciplined with strong work ethics.

## Managerial Competencies:

- Demonstrated ability to represent UN-HABITAT professionally with officials of the relevant stakeholders,
- Demonstrated 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 agreements,
- Ability to move paperwork and administration through hurdles, quickly and efficiently.
- Ability to prepare files for Audit and manage ongoing administration.

**Qualifications and Requirements:**

- B.Sc. degree in Civil Engineering from an accredited university;
- Minimum of five years of field experience in similar projects;
- Good command of English language with particular proficiency in reading and writing;
- Residency in Al-Khalil, or agree to live in the target location;
- Knowledge of UN policies, procedures and operations would be an asset.
- Valid driver license is essential.

**To Apply:**

- ◆ Interested candidates should apply online at <http://jobs.undp.ps>
- ◆ **Deadline:** 25 March 2008
- ◆ Only short-listed candidates will be contacted.

For more information on UN-HABITAT, including its core values and competencies, please visit the UN-HABITAT website at [www.unhabitat.org](http://www.unhabitat.org).

**“UN-HABITAT is an equal opportunity employer: applications from men and women will be considered equally”**