

## Civil Engineer

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| <b>Job categories</b>     | Engineering  |
| <b>Vacancy code</b>       | VA/2022/B5505/24284  |
| <b>Department/office</b>  | AR, LKMCO, Sri Lanka   |
| <b>Duty station</b>       | Colombo, Sri Lanka   |
| <b>Contract type</b>      | Local ICA Specialist   |
| <b>Contract level</b>     | LICA Specialist-8  |
| <b>Duration</b>           | Open-ended, subject to organizational requirements, availability of funds and satisfactory performance |
| <b>Application period</b> | 19-Jul-2022 to 01-Aug-2022   |

Applications to vacancies must be received before midnight Copenhagen time (CET) on the closing date of the announcement.

### Background Information - UNOPS

**\*\* The position is open to Sri Lankan nationals only \*\***

UNOPS is an operational arm of the United Nations, supporting the successful implementation of its partners' peacebuilding, humanitarian and development projects around the world. Our mission is to help people build better lives and countries achieve peace and sustainable development.

UNOPS areas of expertise cover infrastructure, procurement, project management, financial management and human resources.

### Working with us

UNOPS offers short- and long-term work opportunities in diverse and challenging environments across the globe. We are looking for creative, results-focused professionals with skills in a range of disciplines.

## **Diversity**

With over 5,000 UNOPS personnel and approximately 7,400 personnel recruited on behalf of our partners, spread across 80 countries, our workforce represents a range of nationalities and cultures. We promote a balanced and diverse labour force — a strength that helps us better understand and address our partners' needs. We continually strive to improve our gender balance through initiatives and policies that encourage the recruitment of qualified female candidates.

## **Work life harmonization**

UNOPS values its people and recognizes the importance of balancing professional and personal demands.

## **Background Information - Sri Lanka**

### **UNOPS in Sri Lanka**

UNOPS has supported Sri Lanka's development since 1998, expanding operations in 2005 to support the post-tsunami response and reconstruction process. Within the organization's mandate in project management, infrastructure, and procurement, UNOPS Sri Lanka implements customized socio-economic development projects that benefit vulnerable people and develop national capacities. Achievements in Sri Lanka include the development of sustainable and climate-resilient infrastructure, procurement services & capacity building, and project management in education, fisheries, roads, health, water supply systems; flood control and sanitation, and integrated solid waste management sectors. UNOPS works closely with Government counterparts and communities to ensure increased ownership, sustainability and accountability of Projects. Key projects in Sri Lanka include the Technical Project Management support for the Maternal and Newborn Health Care Strengthening Project in Matara District, Sri Lanka funded by KOICA.

UNOPS Sri Lanka also facilitated over \$22 million worth of procurement of COVID-19 protection equipment and services in partnership with the World Bank, the Government of Japan, and the United Nations Multi-Partner Trust Fund

**Project Information:** UNOPS has signed an MOU with an intergovernmental organization called SACEP (South Asia Cooperative Environment Program). SACEP is implementing the WB-funded PLEASE Project in South Asia. One of UNOPS's deliverables is the construction of a state-of-the-art, carbon-reduced environment-friendly HQ building in Colombo. Under the overall supervision of the Infrastructure Project manager, the Civil Engineer will assume the following functions:

## **Functional Responsibilities**

### 1. General construction

- Support Infrastructure Project Manager/ project team to plan and coordinate work activities.
- Advise and provide expertise/support to prepare technical specifications, Bills of Quantities, bidding documentation, engineering drawings, construction methodologies, construction planning and programming, and assessments of contractors' technical capacity to deliver.

- Support Infrastructure Project Manager in preparing monthly reports to summarizing all project matters including quality, health and safety, environmental, as well as any issues relating to possible delays, cost overruns, variations and any other matter related to infrastructure projects.

## 2. Design Management

- Support the Infrastructure Project manager to outline design requirements (e.g. timeline) to procure design services, including concept, preliminary and final stages where applicable.
- Support the Infrastructure Project Manager to manage the design process.
- Support infrastructure Project manager with their design review submissions to HQ.
- Assist the procurement team with technical assistance and in addition to project teams, in preparation of tender documentation and bid analysis where required.
- Support Infrastructure Project Manager/project team to complete needs assessment, organize preliminary studies and monitor/supervise consultants.

## 3. Construction supervision & Contract Management

- For all certified detailed designs ensure that tender documents are finalized and complete, including: Scope of Works (SoW), site information, budget, technical specifications, schedules, Bill of Quantities (BoQ), calculations and construction drawings;
- Participating in construction approval and inspection activities.
- Liaising closely with the contractor's engineering staff ensuring engineering accuracy of construction activities.
- Mentoring and directing contractor's supervision staff including teaching dimensional control, best practice, etc.
- Collect and document information on the contractor's workforce, progress of work and any other related information, and report accordingly on a daily basis.
- Conduct regular contractor coordination meetings.
- Identifying and solving construction issues in a timely fashion and keeping the Infrastructure Project Manager informed.
- Support PM in managing and coordinating negotiations with all interested parties including contract disputes and claims.
- Conduct regular site visits for all projects and verify that works are consistent with the project technical specifications and inform promptly of eventual deviations.
- Support the overall management of works implementation to ensure construction works are completed on time, within budget and to quality standards.

- Provide spot checks of supervision of the project work progress and quality for on-time delivery.
- Assist the Infrastructure Project Manager/ project team in the preparation of project/contracts related documentation such as periodic progress reports, site monitoring reports, stakeholder meeting minutes, engineer's instructions and variation orders, contractor's bills review reports, certifications, client hand-over documents, and contracts close-out reports.
- Undertake measurement of works in support of contractor payment requests.
- Submit requisition for all approved infrastructure projects and coordinate with Procurement Unit to facilitate the competition of the procurement process, including: Development of relevant tender documents, evaluation of tenders, and issuing and management of works contracts;
- Implement quality controls (QC) and quality assurance (QA) procedures, to ensure all infrastructure projects are correctly initiated, managed, monitored, reported and closed in accordance with UNOPS policies and procedures;

#### 4. Health and Safety/Quality

- Ensure awareness and compliance with health and safety requirements on the Project site.
- Ensure implementation of the GoalZero approach (zero incidents, zero injuries and zero accidents) and completion of actions to improve health and safety on the Project site.
- Cultivate a GoalZero mindset with actions such as identifying and addressing health and safety risks, monitoring the adherence to health and safety requirements on the Project site.
- Direct contractor's and supervision staff on development and monitoring respective Quality, Health and Safety, Environment plans.

#### 5. Monitoring and Progress Controls

- Report site work progress to the Infrastructure Project Manager on a daily basis.

## 6. Knowledge management

- Assist in providing training and technology transfer to national personnel and contractor's personnel and advice on good construction practices, good environmental management practices, and appropriate health and safety standards during construction.
- Contribute to the dissemination and sharing of best practices and lessons learned for development planning and knowledge building.

### **Impact of Result:**

The effective and successful achievement of results by the Infrastructure / PM Specialist directly impacts on achievement of the projects and consequently reinforces the visibility and image of UNOPS as an effective service provider in project services and management and strengthens its competitive position as a partner of choice in sustainable development and project services.

### **Functional competencies:**

- Demonstrates strong technical knowledge and commitment to continuous learning.
- Demonstrates results orientation and focus on solutions.
- Ability to develop and maintain effective work relationships with clients, donors and other stakeholders.
- Ability to plan work in a collaborative manner and to manage priorities
- Works collaboratively with colleagues to achieve the goals of the project and in accordance with UNOPS shared goals.
- Consistently approaches work with energy and a positive, constructive attitude.
- Remains calm, in control and good humored even under pressure.

### **Technical competencies:**

The Civil Engineer is responsible for keeping abreast of new developments in engineering.

## **Competencies**



Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion.



Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others. **For people managers only:** Acts as positive leadership role model, motivates, directs and inspires others to succeed, utilizing appropriate leadership styles.



Demonstrates understanding of the impact of own role on all partners and always puts the end beneficiary first. Builds and maintains strong external relationships and is a competent partner for others (if relevant to the role).



Efficiently establishes an appropriate course of action for self and/or others to accomplish a goal. Actions lead to total task accomplishment through concern for quality in all areas. Sees opportunities and takes the initiative to act on them. Understands that responsible use of resources maximizes our impact on our beneficiaries.



Open to change and flexible in a fast paced environment. Effectively adapts own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behavior. Performance is consistent, even under pressure. Always pursues continuous improvements.



Evaluates data and courses of action to reach logical, pragmatic decisions. Takes an unbiased, rational approach with calculated risks. Applies innovation and creativity to problem-solving.



Expresses ideas or facts in a clear, concise and open manner. Communication indicates a consideration for the feelings and needs of others. Actively listens and proactively shares knowledge. Handles conflict effectively, by overcoming differences of opinion and finding common ground.

## Education/Experience/Language requirements

### Education:

- An advanced university degree (Master's or equivalent) in engineering, construction management or related fields is required.
- University Degree (bachelor's degree) in Engineering with a combination of 2 additional years of relevant professional experience will be accepted in lieu of an advanced degree.

### Experience:

- Minimum 2 years experience (after the advanced university degree) in managing or supervising construction activities is required.
- Proficiency in google documents, MS Project are required.

- Drafting skills with AutoCAD software is essential.
- Experience in statutory approval procedures for new infrastructure, Green Certification of buildings would be an added advantage.
- Experience in implementing works under complex quality and safety plans desired.
- Experience directing and mentoring engineering staff desired.
- Experience in providing advice and oversight is desirable.

**Language requirement:**

- Fluency in English and Sinhala is required.

**Contract type, level and duration**

Contract type: Local Individual Contractor Agreement

Contract level: LICA-8

Contract duration: Open-ended, subject to organizational requirements, availability of funds and satisfactory performance.

For more details about the ICA contractual modality, please follow this link:

<https://www.unops.org/english/Opportunities/job-opportunities/what-we-offer/Pages/Individual-Contractor-Agreements.aspx> (<https://www.unops.org/english/Opportunities/job-opportunities/what-we-offer/Pages/Individual-Contractor-Agreements.aspx>)

**Additional Considerations**

- Please note that the closing date is midnight Copenhagen time
- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.
- **Qualified female candidates are strongly encouraged to apply.**
- UNOPS seeks to reasonably accommodate candidates with special needs, upon request.
- Work life harmonization - UNOPS values its people and recognizes the importance of balancing professional and personal demands. We have a progressive policy on work-life harmonization and offer several flexible working options. This policy applies to UNOPS personnel on all contract types
- For staff positions only, UNOPS reserves the right to appoint a candidate at a lower level than the advertised level of the post
- For retainer contracts, you must complete a few Mandatory Courses (around 4 hours) in your own time, before providing services to UNOPS.
- The incumbent is responsible to abide by security policies, administrative instructions, plans and procedures of the UN Security Management System and that of UNOPS.

*It is the policy of UNOPS to conduct background checks on all potential recruits/interns. Recruitment/internship in UNOPS is contingent on the results of such checks.*

#### **DISCLAIMER**

The screening of your application will be conducted based on the information in your profile. Before applying, we strongly suggest that you review your [UNOPS Jobs profile](https://jobs.unops.org/pages/User/CreateProfile.aspx) (<https://jobs.unops.org/pages/User/CreateProfile.aspx>) to ensure completeness, especially the education and experience sections.

#### **RELEVANT STORIES**

- "UNOPS is a results-oriented organization – it therefore pushes me to perform at my best every day."

**Mariacarmen Colitti**

Senior Partnerships and Liaison Advisor

- "I am very proud to be a member of the UNOPS family. The projects and partners we work with really benefit those who need it most"

**Vicente Huaquisto**

Driver At Unops In Peru

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