

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

MOZR000749--Site Engineer

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers. In most cultures volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UN Volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies and local communities. In all assignments, UN Volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UN Volunteers even more rewarding and productive.

General Information

Country of Assignment	Mozambique
Host Institute	United Nations Development Programme
Volunteer Category	National Specialist
Number of Volunteer	2
Duration	6 months
Possibility of Extension	Yes
Expected Starting Date	Immediate
Duty Station	Pemba [MOZ]
Assignment Place	Non-Family Duty station
Assignment Place Remark	

Living Conditions

As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living essentials.

Assignment Details

Assignment Title	Site Engineer
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Organizational Context & Project Description

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The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

The United Nations Development Programme (UNDP) Mozambique Country Office (CO) is part of the United Nations system working to support the country's development agenda. Its overall aim is to ensure that people attain a better standard of living through sustainable development.

The UNDP's Cabo Delgado Programme in Northern Mozambique has been asked to support the restoration of electricity in Cabo Delgado, reoperation of water projects and renovation of damaged networks, rehabilitation of health centers and hospitals, rehabilitation of the concerned governmental departments to provide employees with the necessary services (electricity, water, sewage, planning and monitoring ... etc), and cleaning of cities streets and playgrounds from rubbles and to ensure stabilization in Cabo Delgado province, noting the difference between stabilization and rehabilitation

Sustainable Development Goals

13. Climate Action

Task description

Under the direct supervision of international senior engineer, National Volunteer Site Civil Engineer will undertake the following tasks:

The main obligation of the youth volunteers is to supervise the construction and the rehabilitation works of stabilization projects in Cabo Delgado Province.

1. Supervision of Stabilization projects:

- Assist in assessment processes of the targeted locations in order to identify the needed plan including the procedures, items and equipment. Assist the program team to perform daily supervision tasks needed to properly implement the project and raise relevant issues to senior supervisor.
- Conduct field visits to the different sites in order to identify issues to be followed by the senior engineers and /or to accomplish daily tasks related to the implementation including providing technical advice to the beneficiaries.
- Assist in submission of the required Bill of Quantities (BoQs) of the relevant renovation and construction activities in coordination and cooperation with the technical teams from the Government.
- Participate in pre-bid meetings and respond to queries from potential national bidders if related to BoQs and technical specifications.
- Participate in Technical Review panels for submitted bids and review all bids against the approved BoQs and technical specifications.
- Assist in the supervision all locations of building and provide updates, recommendation to UNDP accordingly.
- Assist in Evaluate, check and verify Contractor's measurements on Site.
- Assist in Construction Inspection including inspection of materials, equipment's to be installed.
- Assist in checking materials received at construction/renovation sites against damages, missing parts and appropriate ratings; ensuring that the materials/equipment provided by the Contractor meets UNDP requirement and standards.
- Assist in checking construction progress/ completion and the corresponding payments.
- Assist in Maintaining project construction/rehabilitation records and issue correspondence, certificates, notices and instructions on behalf of UNDP to the contractor as may be required by the provisions of the construction contract documents.
- Assist the project team in preparing daily and progress reports;
- Follow up on different materials testing and relevant approvals in case needed;
- Inspection of submitted materials, and follow up on the approval process till finalized;
- Perform other related duties as may be assigned by the supervisor.
- **Technical assistance for the UNDP stabilization Program in Pemba.**
- Participate in the assessment processes of the targeted locations in order to identify the needed plan including the procedures, items and equipment.
- Participate in preparing the required tender documents including Bill of Quantities (BoQs), drawings, scope of work, specific conditions and specifications of the relevant renovation and construction activities.
- Assist in responding to queries arise from procurement unit and review committees related to BoQs and technical specifications.
- Participate in pre-bid meetings and assist in responding to queries from potential national bidders if related to BoQs and technical specifications.
- Participate in Technical Review panels for submitted bids and review all bids against the approved BoQs and technical specifications.
- Assist in supervise all locations of building and provide updates, recommendation to UNDP
- participate in checking materials received at construction/renovation sites

Furthermore, UN Volunteers are required to:- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark International Volunteer Day)- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country- Provide annual and end of assignment reports on UN Volunteer actions, results and opportunities using UNV's Volunteer Reporting Application- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.- Assist with the UNV Buddy Programme for newly-arrived UN Volunteers- Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

Results/Expected Outputs

- Facilities and Cases under implementation are reassessed.
- Payments are issued in a timely manner.
- Construction activities are finalized as planned.
- Effective support to the UNDP project supervisory activities to maintain good control on the site construction activities.
- High quality of infrastructure construction outputs belonging to different contracts during implementation.
- The necessary documentation for keeping up project's files are maintained for auditing and inclusive of all project related information.
- The site supervision skills are built through coaching, mentoring and formal on-the-job training, when working with (including UNDP supervisory team), national staff or (non-) governmental counterparts, including Implementing Partners (IPs);
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counter-parts, including Implementing Partners (IPs);
- Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment
- A final statement of achievements towards volunteerism for peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

Qualifications/Requirements

Required Degree Level Bachelor degree or equivalent

Education - Additional Comments

Civil engineer or architect

Required experience 24 months

Experience Remark

- Demonstrated interest and/or experience Civil / Arch engineering or architecture is required
- Motivated to contribute towards peace and development and to serve others;
- Knowledge of Emakua and/or Shimakonde
- Good interpersonal, networking and communication skills;
- Willingness to contribute and work as part of a team;
- Flexible and open to learning and new experiences;
- Respect for diversity and adaptability to other cultures, environments and living conditions;
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;

Language

- English (Mandatory) , Level - Working Knowledge
- AND - Portuguese (Mandatory) , Level - Fluent

Area of Expertise

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- Other engineering and construction related experience Mandatory

Area of Expertise Requirement

- Computer skills (i.e. Word, Excel, PowerPoint, social media, and others).

Need Driving Licence No

Competencies & Values

- Building Trust
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Ethics and Values
- Integrity
- Respect for Diversity
- Self-Management
- Working in Teams

Conditions of Service and other information

Condition of Service

[Click here to view Conditions of Service](#)

Conditions of Service:

Note on novel coronavirus – COVID-19.

The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people, even within countries. Such restrictions may affect the ability national UN Volunteers to begin their assignments at their assigned duty station or limit the ability to enter UN premises. Thus, UNV cannot guarantee assignments will proceed as normal.

Candidates for national UN Volunteer assignments requiring travel to the duty station may be exceptionally granted during this period alternative working arrangements to work from their place of recruitment until restrictions are lifted. Candidates for national UN Volunteer assignments may also need to begin their assignments remotely in cases where access to UN premises is restricted. These are decisions at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss travel requirements, any restrictions,

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and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

The contract lasts for the period indicated above with possibility of extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

Travel to duty station (if applicable) and a Settling-In-Grant will be provided in the event the duty station is not within commuting distance from the place of recruitment. The applicable Volunteer Living Allowance is provided monthly to cover housing, utilities and normal cost of living expenses. Life, health and permanent disability insurance are included (health insurance for up to 3 dependents), as well as final repatriation (if applicable) and resettlement allowance for satisfactory service.

Furthermore, in non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, a Well-Being Differential (WBD) on a monthly basis will be provided.

For UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

Supervision, induction and duty of care of UN Volunteers ([Roles and Responsibilities of Host Entity](#))

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

- Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;
- Support with arrival administration and official processes;
- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;
- Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment including a host entity email address;
- Access to shared host entity corporate knowledge, training and learning;
- Any necessary security measures, ensuring that UN Volunteers are covered by the United Nations Security Management System (UNSMS) in line with the UNDSS Security Policy Manual;
- Leave management;
- DSA for official travel, when applicable;
- All changes in the Description of Assignment occurring between recruitment and arrival or during the assignment need to be formalized with the United Nations Volunteer Programme.
- Investigate misconduct: sharing reports with the UNV;
- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities' services during pandemics).

Application Code

MOZR000749-10109

Application procedure

* Not yet registered in the UNV Talent Pool?

Please first register your profile at <https://vmam.unv.org/candidate/signup>. Important: After creating your account, complete all sections of your profile and submit it. Then go to 'My Page' <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink. Lastly, select the special call to which you would like to apply.

* Already registered in the UNV Talent Pool?

Please first update your profile at <https://vmam.unv.org/candidate/profile>. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink to select the special call to which you would like to apply.

Application deadline: 29 July 2021

doa.apply_url

<https://vmam.unv.org/candidate/show-doa/TU9aUjAwMDc0OQ==>

Disclaimer

United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.