

# UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

## ZMBR000244--Expert Project 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

<b>Country of Assignment</b>	Zambia
<b>Host Institute</b>	United Nations Development Programme
<b>Volunteer Category</b>	National UN Volunteer Expert
<b>Number of Volunteer</b>	2
<b>Duration</b>	12 months
<b>Expected Starting Date</b>	Immediate
<b>Duty Station</b>	Mporokoso [ZMB], Solwezi [ZMB], Chinsali
<b>Assignment Place</b>	Family Duty Station

### Assignment Place Remark

- None.

### Living Conditions

Solwezi is the capital of the North-Western Province of Zambia with a population of 65,000. Kaonde is the largest tribe represented in the District, however, Lunda and Luvale speaking people are also found in the area. Copper Mining is the major industry present in Solwezi. The Provincial capital has many amenities in place. Most shops and offices are concentrated along the central tarred road. There are several large branches of banks and a modern shopping complex. Several health facilities are equally available.

Chinsali is a town located in the Muchinga Province of Zambia. It is located in the northern part of the country and acts as the provincial headquarters of this province. Chinsali is situated about 180 km from the town of Mpika and approximately 30 km from the Chambeshi River. The Bisa people are the local inhabitants of this area and they are governed by His Royal Highness Chief Chibesakunda. Separated from the northern province in 2011, Muchinga Province is Zambia's youngest province and consists out of seven districts, namely, Chama, Chinsali, Isoka, Mpika, Nakonde, Shiwang'andu and Mafinga district. The name originated from the

Muchinga Mountains, an escarpment that serves as a divide between the Zambezi river and the Congo river, which functions as two major drainage basins. The main rivers flowing through the province are the Luangwa river, the Chambeshi river, and a major branch of both the Zambezi river and Lake Bangweulu. This centrally located province features three top national parks; the Lavushi Manda Park, North Luangwa and South Luangwa National Park. For more information please visit: <http://www.zambiatourism.com>.

# Assignment Details

## Assignment Title

Expert Project Engineer

## Organizational Context & Project Description

The Government of Zambia and the United Nations have developed a Joint Programme on Gender Based Violence (GRZ-UNJP-GBV) Phase II (2019-2022) which is a multi-partner programme designed to reduce the prevalence of gender-based violence (GBV) in Zambia. This programme builds on and consolidates the gains made on the GRZ-UN Joint Programme Phase 1 (2012 - 2017). Phase 1 of this programme recorded significant results by providing support to GRZ implementation of the Anti GBV Act No. 1 - 2011. The overall Phase II GRZ-UNJP focuses on prevention and response at sub-national and national level. The response component includes four key elements, namely; Fast Track Courts (FTCs), One Stop Centres (OSCs), Shelters, and Village Led One Stop Centres (VLOSCs) as avenues for strengthening professional practice through capacity development of service providers such as police officers, social workers, medical workers and legal officers to respond effectively and efficiently to survivors of GBV. This will include an element of strengthening child friendly services for child survivors as well as best interests' determination for unaccompanied and separated child migrant victims of GBV. Strengthening response also has impact on prevention as communities see that violence and GBV is not acceptable and sanctions will be applied, which serves to discourage would be perpetrators.

The outcomes, outputs and activities are in response to and the result of great engagement and consultation with government, cooperating partners and other national stakeholders.

The GBV II Programme consists of two outcome areas:

1. Increased access to and use of quality prevention and response services by persons at risk of GBV and survivors (including children and adolescents);
2. GBV survivors, those at risk and communities are empowered to break the cycle of abuse.

These two result areas are strongly interlinked with following six outputs at GEN3:

1. Target districts have increased capacity to deliver coordinated GBV services (OSC);
2. GBV survivors have increased access to safe shelters and child victims of violence have care plans in place and access to family based appropriate alternative care settings;
3. Target districts have increased capacity to deliver quality legal services;
4. GBV survivors, those at risk and communities are empowered to break the cycle of abuse;
5. Community and traditional leadership structures have capacity to mobilise on GBV prevention;
6. Improved multi-sectoral coordination and governance related to GBV prevention and response.

In the light of the recommendations of evaluations of past Joint GBV Programme implemented by UNDP in Zambia, emphasis is placed on an effective project management with a focus on the impact of the project on beneficiaries and on the GBV prevention and response process in its entirety. The Joint GBV II Programme will also aim to provide sustainable institutional development support and complement existing knowledge and know-how throughout the project cycle. The UNDP's Programme Compliance, Oversight and Monitoring (PCOM) Unit with the Governance and Gender Unit will oversee all project-related endeavors according to best practices and advise institutional partners on GBV matters. The Project Engineer– Infrastructure GBVII will be part of this exciting Team.

## Sustainable Development Goals

17. Partnerships For the Goals

## Task description

Under the overall supervision of the Governance and Gender Advisor and the direct supervision of Gender Programme Coordinator, the Project Engineer will undertake the following tasks:

- Project implementation:
  - Execute the project according to the project plan and supervise daily works;
  - Develop forms and records to document project activities and set up files to ensure that all project information is appropriately documented and secured;

- Monitor the progress of the project and adjust as necessary to ensure the successful completion of the project;
- Establish a communication schedule to update stakeholders including appropriate staff in the organization on the progress of the project;
- Review the quality of works completed with the project team on a regular basis to ensure that it meets the project standards.
- Design Development:
  - Establish and coordinate the formal and informal communication structure, processes, and procedures for the design development of the project;
  - Prepare a detailed construction design and supportive documents based on an updated indicative construction programme;
  - Manage, coordinate and integrate the construction design in a sequence to suit the project design and quality requirements in two sites – one after another;
  - Conduct and record the appropriate planning, design, coordination, and management meetings, including facilitating inputs for the design on constructability;
  - Manage, coordinate and expedite the preparation of all ‘as-built’ drawings and design documentation.
- Tender documentation and procurement:
  - Provide support in the development of the procurement strategy for contractors, subcontractors, and suppliers;
  - Ensure appropriate insurances required for the implementation of the project by the contractor(s) are provided during the procurement stage;
  - Conduct the reconciliation of tender prices within the project budget;
  - Establish the format and procedures for monitoring and control of the cost of the works;
  - Facilitate the approval of the tender recommendation(s) by stakeholders.
- Construction documentation and management:
  - Review detailed architectural or engineering designs prior to mobilization of works, manage all site instructions issued to the contractor and coordinate the handover of the site to the contractor;
  - Regularly monitor the performance of the contractor against the Programme of Works and Method Statement and report on any review and/or adjudication circumstances and entitlements that may arise from any changes required to the Contract Programme and Method Statement;
  - Establish efficient procedures for quality assurance, verifying contractor performance, reporting progress and problems in a timely manner, including quality control reports and quantity survey records;
  - Establish effective procedures for monitoring and controlling cost variations, including, but not limited to requests for variation or change orders, requests for time extension, and contractor’s claims and invoices;
  - Monitor and certify all necessary testing and commissioning conducted by the contractors, review and manage any adjudicated contractual claims and monitor long lead items and off-site production by the contractors and suppliers;
  - Prepare fortnightly project reports;
  - Facilitate and monitor the issuance of Works Completion Lists and the Certificate of Work Completion in the two project sites.
- Cost Management:
  - Prepare and submit periodic cost reports during construction and conduct valuations for all submitted claims by the contractor and certify payment claims;
  - Track changes to design and/or construction works and adjust budget projections accordingly.
- Evaluation:
  - Ensure that project deliverables are met on time, within budget and at the required level of quality;
  - Evaluate the outcomes of the project as established during the planning phase.
- Project close out:
  - Ensure and review the issuance of the Works Completion Certificates;
  - Oversee handover of all operating and maintenance manuals, warranties and guarantees;
  - Manage and expedite the procurement of all statutory compliance certificates and documentation;
  - Manage the finalization of the Health and Safety File for submission to the client;
  - Coordinate and manage the rectification of defects during the Defects Liability Period;
  - Manage the preparation of the final account at project completion;
  - Coordinate and review the issuance of the Final Completion Defects list and Certificate of Final Completion;

- Prepare and present the Project Closeout Report.

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

- Effective supervision of contractors and clerk of works ensuring that contractual requirements and construction timelines are met;
  - Site meetings arranged ensuring that all stakeholders are aware of the projects' progress;
  - Reports on agreed construction schedules;
  - Reports on cost overruns, causes of construction delays, workplace injuries, work issues, environmental issues;
  - Bi-weekly site checks undertaken to monitor and direct all site activities and construction progress, including worker productivity;
  - Milestone payment requests, certified and submitted;
  - Fortnightly reports on progress of construction works and record maintenance of all site meetings;
  - Reports on Certificates of Work Completion.
- 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** Master degree or equivalent

### Education - Additional Comments

Master's degree or equivalent in Civil Engineering, Building Science, Structural Engineering, Architecture, Construction Management or related field. Professional Body Membership is an added advantage.

**Required experience** 180 months

### Experience Remark

- A minimum of fifteen years of progressively responsible experience in construction management or related field;
- Experience in engineering design, management and reporting using results framework is desirable;
- Excellent oral and written skills;
- Excellent drafting, formulation, reporting skills;
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners;
- Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel;
- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment;
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;
- Have affinity with or interest in UNDP, volunteerism as a mechanism for durable development.

**Language**

- English (Mandatory) , Level - Fluent

**Area of Expertise**

- Civil engineering and construction supervision Mandatory

**Area of Expertise Requirement**

- Demonstrated interest and or experience in construction management and supervision.

**Need Driving Licence**

No

**Competencies & Values**

- Accountability
- Adaptability and Flexibility
- Client Orientation
- Commitment and Motivation
- Communication
- Empowering Others
- Ethics and Values
- Integrity
- Judgement and Decision-making
- Knowledge Sharing
- Managing Performance
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- Vision
- Working in Teams

## Conditions of Service and other information

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**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, 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.

UN Expert Volunteers receive a monthly Expertise Differential , calculated at 40% of the UN Specialist Volunteer monthly living allowance .

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** ZMBR000244-10527

#### 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: 20 September 2021

**doa.apply\_url** <https://vmam.unv.org/candidate/show-doa/Wk1CUjAwMDI0NA==>

#### 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.*