



Operational excellence for results that matter

UNOPS helps its partners in the United Nations system meet the world's needs for building peace, recovering from disaster, and creating sustainable development. UNOPS is known for its ability to implement complex projects in all types of environments around the globe. In an effort to promote organizational excellence, UNOPS seeks highly qualified individuals for the following position:

## Vacancy Details

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**Vacancy code:** VA/2016/B5109/11443  
**Post Title:** Civil Engineer  
**Post Level:** LICA 8  
**Org Unit:** ECR, RSPC, Serbia  
**Duty Station (DS):** Belgrade, Serbia  
**Duration:** One year, renewable subject to satisfactory performance and funds availability  
**Closing Date:** 9 January 2017

### 1. Programme Background

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The second phase of the Livelihood Enhancement for the Most Vulnerable Roma Communities in Belgrade project (Let's Build a Home Together - LBHT2) is funded by the European Union (EU) with 1.5 million Euros and will be implemented by the United Nations Office for Project Services (UNOPS) over 24 months. The project's objective is to provide durable housing solutions, in multi-family social housing building or village houses, for up to 50 Roma families currently residing in mobile settlements. The project is aligned with the City of Belgrade Action Plan for the Resettlement of the Residents of Makiš, Resnik, Jabučki Rit and Kijevo Container Settlements (RAP).

In order to ensure sustainability of action, the project has been aligned with the key Republic of Serbia's strategic documents and legislation, primarily the Strategy for Social Inclusion of Roma Men and Women, but also those that focus on the improvement of the human rights, freedom and equality of the vulnerable groups. The action is fully in line with the international human rights law and the United Nations (UN) standards of the right to adequate standards of living.

The key project partners include the City of Belgrade, the European Integration Office of the Government of the Republic of Serbia, the Office for Human and Minority Rights, the Social Inclusion and Poverty Reduction Unit, as well as the National Minority Council of the Roma National Minority.

### 2. Duties and Responsibilities

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#### Purpose and Scope of Assignment

Under the overall guidance of the National Project Officer, the Project Engineer will undertake the following tasks/duties.

- Provide technical support to the Project Officer on all engineering issues
- Formulate and/or check and revise all technical project documents/designs
- Formulate the criteria for the public procurement process for the construction of the multi-family housing blocks
- If required by the Project Officer, participate in the evaluation of the offers for the construction of multi-family blocks
- Supervise the selected contractor, through: regular visits to the construction site; time and quality control of the works; financial audit; assessment compliance with the standards of sustainable infrastructure; cooperation with the official supervisor appointed by the Beoland
- Participate in formulation of criteria for public procurement of village houses
- Lead the assessment of the needs for the reconstruction of village houses and provide advice to families regarding the use of materials

- Monitor the works and approve the subsequent stage of reconstruction of village houses as per the project Description of Action
- Participate in identification of the communal infrastructure in the recipient municipalities
- Manage the sub-project of construction the communal infrastructure in the recipient municipalities
- Manage the technical planning and monitoring of the implementation of all infrastructure sub projects ensuring they are in line with the technical documentation and timely completion
- Provide technical support to the strategic planning process
- Manage contractors and contract execution to ensure delivery is to the scope, budget and time and in compliance with the technical documentation
- Supervise the quality of the construction materials and collected attest documentation
- Ensure that documentation on site is kept according to the valid law for planning and construction (daily logs, quantity books, approvals, act of appointments, tests, attest documentation)
- Ensure the Construction Supervisor provides reports on the activities specified within the valid law for planning and construction
- Provide Site Visit Reports on Project related activities, specifying work progress and arising issues
- Coordinate and cooperate with the City of Belgrade secretariats and departments on related technical issues, including but not limited to: Belgrade Land Development Agency (Beoland), the City Agency for Investments and Housing, the Secretariat for Property and Legal Affairs, the City Architect, Secretariat for Urban Planning Department, the Secretariat for Social Welfare and other appropriate offices
- Ensure respect of Health and Safety procedures on the site and notify the Supervisor of any irregularities immediately after
- Hold regular reporting meetings with the technical supervisors and other stakeholders, hold site coordination meetings with the contractors, and provide minutes of meeting within 48 hours
- Participate in risks assessment and management, as well as in other learning workshops organised within the project or UNOPS Serbia
- Participate in presentation of identified location and technical design to beneficiary families
- Participate in discussion with the beneficiary families who had moved to social housing units in the first phase of the project in order to incorporate the lessons learned into the technical design
- Monitor the process of acquiring the urban conditions for constructions, which will be led by the City of Belgrade, and support the process of issuing the building permit
- Provide weekly, monthly and quarterly reports to the National Project Officer and other reports/assessments as requested by the National Project Officer and UNOPS Serbia Manager
- Manage engineering technical experts, service providers contracted by the project as well as coordinate closely with Social Assistant
- Perform other duties as assigned by the National Project Officer and UNOPS Serbia Infrastructure Advisor.

At the request of RSPC Manager and as may be reasonably required, provides support to RSPC activities in line with the scope of services above in order to further the common objectives of RSPC and its project Donors.

### **3. Required Selection Criteria**

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#### **a. Education**

- Bachelor's Degree in architecture or civil engineering is required
- Master's or PhD in relevant discipline will be considered an advantage and may substitute for some of the required experience

#### **b. Work Experience**

- Minimum two years of relevant professional civil engineering experience is required
- Experience with International Organisations and/or international non-governmental organisations is an asset
- Experience with vulnerable groups and social housing projects is an asset
- Knowledge of human rights, refugee and internally displaced persons (IDP) as well as vulnerable population issues is an asset

**c. Licences**

- Valid graduate engineer's licence for responsible contractor: 300, 301, 302, 310, 311 or 400,401, 410 or 411 is required

**d. Language Requirements**

- Fluency in English and Serbian is required

**e. Driving license**

- Driving license and ability to travel independently is required

**f. Key Competencies**

- Excellent organisational and inter-personal skills
- Formulates written and oral information clearly and persuasively
- Accountability for management of time, establishing clear performance goals, standards, and responsibilities
- Able to perform a variety of standard tasks related to results management, including screening and collecting of project documentation, projects data entering, preparation of revisions, filing, provision of information
- Initiates and sustains relationships with key constituents
- Focusses on impact and result for the client and responds positively to feedback
- Builds strong relationships with clients and external actors
- Demonstrates commitment to UNOPS' mission, vision and values, including cultural, gender, religion, race, nationality and age sensitivity and adaptability

**Submission of Applications**

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Qualified candidates may submit their application, including a Letter of Interest, Curriculum Vitae and updated United Nations Personal History Form (P.11) to UNOPS via UNOPS Jobs at following link:

<https://gprs.unops.org/Pages/ViewVacancy/VADetails.aspx?id=11443>

**Kindly note that this is a local position open to nationals of Serbia and to individuals who have a valid residence/work permit.**

**Additional Considerations**

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- Please note that the closing date is midnight Copenhagen time (CET)
- 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.
- For staff positions only, UNOPS reserves the right to appoint a candidate at a level below the advertised level of the post.
- 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.

For more information on UNOPS, please visit the UNOPS website at [www.unops.org](http://www.unops.org)