



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

Vacancy Code	UNOPS/2010/SDOC/CSS/VA003
Post Title	Contract Engineer
Post Level	ICA (Individual Contractor Agreement), Level – 1
Position status	Non-rotational
Project Title	MAF/MARF
Org Unit	AFO
Duty Station	Juba, SUDAN (non-family)
Duration	10 Months
Opening Date	January 26th, 2010
Closing Date	February 10th, 2010

Background

The United Nations Office for Project Services (UNOPS) has a well-established Sudan Operations Center (SDOC). Current SDOC operations are largely focused on assisting partners with the implementation of physical infrastructure projects including designing, constructing and rehabilitating roads and bridges, schools, clinics and Government and Ministry offices. SDOC also procures goods and services for a number of partners and provides logistics and operational support to institutions in Sudan with the overall objective to build peace and to promote the implementation of the CPA.

UNOPS SDOC works with various United Nations partners including the Food and Agriculture Organization (FAO), the Multi-Donor Trust Fund (MDTF), the United Nations Development Programme (UNDP), the United Nations Children's Fund (UNICEF), The United States Agency for International Development (USAID) and the World Bank.

UNOPS SDOC is in the process of negotiating with donors on a number of new projects both in the North (including Darfur) and South Sudan. SDOC is thus soliciting applications from experts qualified in Project Management.

Duties and Responsibilities

The Contract Engineer, under the supervision of the Project Manager is responsible for the management of the tendering process, bid evaluation and award approval process, and the contracts administration of the civil works, ensuring successful delivery of the MAF/MARF infrastructure projects in Southern Sudan. The incumbent of post will be responsible for the following specific tasks:

- Ensure correct procedures for the procurement of works as per the UNOPS Procurement Guidelines.
- Draft tender documents, participate in the tendering process, bid evaluations and prepare bid evaluation reports with contracts award recommendations.
- Draft submissions to the relevant Contracts & Procurement Committee seeking approval to award the Contracts.
- Provide inputs in the drafting of the contract documents and organize the signing of the contracts for the works.
- Monitor the overall financial and physical progress of awarded contract.
- Review requests for variation orders and make recommendations for the Project Manager's approval.
- Support regional engineers/project engineers on technical matters and make recommendations on mitigation measures to prevent/minimize delays in contract implementation.
- Review and endorse the payments certificates received from the Contractors.
- Submit periodic reports on contracts progress, including recommendations for delivery performance improvements.
- Establish and maintain a database on monthly payments to the contractors and review the cash flow projections.
- Draft letters related to UNOPS Condition of Contract in order to address contractor's issues / claims and time extension, as well as completion certificates.
- Train national staff on Works Contracts administration.
- Attend procurement/ Contract related workshops/ discussions.
- Prepare contracts status reports for client/stake holder reporting.
- Undertake any other duties as directed by the Project Manager.

Required Selection Criteria

Competencies

- Personal interest, commitment, flexibility and willingness to work in a highly motivated team of professionals.
- Ability to travel and work in remote areas of Sudan with limited facilities and difficult working conditions.
- Well organized, ability to work in a team to achieve the team goals.

Education/Experience/Language

- Master's degree in civil engineering/building engineering "Additional years of relevant work experience, preferably in combination with a relevant bachelor's degree, may substitute for the requirement for a master's degree".
- Postgraduate qualifications in contracts administration/management or similar will highly be regarded.
- Minimum of 3 years experience in civil engineering works, including at least 2 years of experience in tendering and contract administration of the civil engineering works.
- Knowledge of UNOPS/UN regulations, rules, policies, procedures & practices; and working knowledge of USAID and other international agencies reporting requirements is highly desirable.
- Competency and experience in the use of ATLAS or an equivalent financial Enterprises Resources Planning system is desirable.
- Must be fluent in English, written and oral.

Submission of Applications

Qualified candidates may submit their application, including a letter of interest, complete Curriculum Vitae and an updated United Nations Personal History Form (P.11) (available on our website) via e-mail to vacanciesSDOCint@unops.org. Kindly indicate the vacancy number and the post title in the subject line when applying by email.



Additional Considerations

- 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 reserves the right to appoint a candidate at a level below the advertised level of the post.

For more information on UNOPS, please visit the UNOPS website at www.unops.org.