

FUNDAMENTAL VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

**TERMS OF REFERENCE Engineering
Assistant**

DUTY STATION: **Democratic Republic of Congo**

Gemena	5no.		

TYPE OF CONTRACT: **Individual Contractor (IC)**

LENGTH OF CONTRACT: **Six (6) months with the possibility of extension based on the availability of funds**

Administrative structure and reporting:

This position is located in the Mission Support Division of the United Nations Organization Stabilization Mission in the Democratic Republic of Congo (MONUSCO), across multiple duty stations. The incumbent will be deployed to one of the above MONUSCO operational hubs for the elections. The United Nations Security Council Resolution 2348 (2017) refocused the mandate of MONUSCO from a broader mandate to the support to the protection of civilians and the support to the electoral process. On 5th November 2017, the electoral calendar was published by the Independent National Electoral Commission (CENI), which identified a number of enablers, including logistics support from MONUSCO. The incumbent will be part of Mission Support Division and will report to the Chief Electoral Logistics Officer, or his or her designate for the day to day operations, and for functional coordination the incumbents will report and receive instructions from the Chief, Engineering Section through his designates.

Responsibilities : (These duties are Generic, and may not be performed by all Engineering Assistants)

Under the daily operational supervision of the Chief Electoral logistics Officer, the incumbent will perform all tasks related to the planning, development, repairs, alterations and maintenance of buildings, prefabs and civil engineering infrastructure in the electoral hub throughout the electoral period. In addition, the incumbent shall manage any engineering plant, equipment and tools that may be required to support the elections. The tasks to be performed under this function include the following:

- Prepares project plans, estimates and schedules and gets them approved.
- Supervises implementation of construction, refurbishment, installation, and maintenance projects that support elections in the deployment hub.
- Supervises and coordinates the installation, servicing, maintenance and repair of engineering equipment, in compliance with recognized standards and regulations pertaining to safety and installation codes

- Diagnoses problems and develops solutions for malfunctioning or defective engineering equipment or systems and/or buildings and infrastructure.
- Supervises works carried by lower cadre ICs and temporary workers assigned to the teams in accordance with set schedules. She/he provides inputs related to the performance of such lower cadre individual contractors.
- Applies and ensures adherence to safety programmes related to the safe operation of engineering equipment and power tools.
- Inspects and reports on construction, installation and maintenance projects carried out either by contractors or tradesmen and staff under supervision.
- Identifies resource requirements for his/her area of responsibility in connection with set budgets.
- Makes requisitions from the Engineering Section hierarchy for equipment, materials, supplies and spare parts required for works
- Keeps records relating to inventories, work orders and general correspondence.
- Reads and interprets specifications and technical drawings for construction, installations and upgrade of infrastructure.
- Prepares bills of quantities and costing for engineering projects Perform other duties as requested by the supervisor.

Education:

Engineering degree is required, university diploma or equivalent is required, or Postsecondary technical or vocational qualification in relevant field with equivalent combination of training and experience is required. A Valid driver's license is required.

Experience:

At least three (03) years of expérience in the building and engineering construction field with qualifications in either, carpentry and joinery, masonry, Electrical engineering or mechanical engineering. Experience working with the UN/NGO or other international bodies is an added asset.

Language:

English and French are the working languages of the United Nations Secretariat. Fluency in English, (both oral and written) is required, and knowledge of French is an asset in order to interact with the partners.

