
MINUJUSTH JOB OPENING

Job Title & Level:	Carpenter (IC-2)
Department/Office:	Engineering and Facilities Management Unit
Location:	Port-au-Prince
Posting Period:	From 28 March to 31 March 2018
Job Opening Number:	MINUJUSTH-CIC-05-2018

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

Special Notice

The United Nations Mission for Justice Support in Haiti (MINUJUSTH) invites all interested and qualified candidates to apply for the announced job opening. All interested candidates should submit their Personal History Profile (PHP) and copies of their educational diploma/certificates and employment records via email to minujusth-ic-recruitment@un.org. Blank PHP and supplementary sheets are available at the MINUJUSTH Bulletin Board for Internal Candidates and at the MINUJUSTH website (<https://minujusth.unmissions.org/offres-demploi>) for external candidates.

For ease of reference, please include the job opening number indicated above in the subject of your e-mail. Due to volume of applications being received, acknowledgment will be sent to short-listed candidates only.

Organizational Setting and Reporting Relationships:

This position is located in the Engineering and Facilities Management Unit. The incumbent reports to a Supervisor and to the Chief of the Unit.

Responsibilities:

Within the terms of organization's delegated authority and under the direct supervision of the supervisor in charge, the Individual Contractor Carpenter will undertake the following tasks and responsibilities.

- Installs, maintains and repairs all structural, carpentry, lock, roof and architectural items related to infrastructure.
- Maintaining carpentry installations. Including roofs, containers, wood wall structures, buildings, signs and installations applicable to the carpentry trade. Works on preventative maintenance.
- Prepare, assemble parts/structures and repair and/or reassemble, install architectural/wood/ on building material components, hardware and other related items.
- Carry out emergency repairs of camp structures; major refurbishment works within his/her technical capacity.
- Experience in usage of all hand operated electromechanical carpentry tools.
- Fabricate/ erect/ assemble/ repair assemblies related to wood and carpentry.
- Work in multi trades projects such as erection of accommodation containers, soft wall structures etc.
- Carries out other related tasks as deemed necessary by the Chief / Supervisor

Competencies

Professionalism: The incumbent must have proficient knowledge in the following areas knowledge of carpentry and building maintenance knowledge of safe operation of basic hand and power tools knowledge of workplace safety and safe lifting and handling procedures. The incumbent must demonstrate the following skills ability to operate required equipment in a safe and responsible manner client service and interaction skills team building effective verbal and listening communications skills, time management skills, ability to read building, specifications, blueprints and as builds.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping other informed.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Education

High School diploma or equivalent required. Proof of training, i.e. certificate or diploma in Carpentry is an asset.

Work Experience

The Carpenter will need to have 2 years of relevant experience. The incumbent must have proficient knowledge in the following areas knowledge of carpentry and building maintenance knowledge of safe operation of basic hand and power tools knowledge of workplace safety and safe lifting and handling procedures.

Languages

English and French are the working languages of the United Nations Secretariat. For this position advertised, Fluency in French and Creole is required. Knowledge of English is an advantage.

Special notice

Special Note: The above statements are intended to describe the general nature and level of work being performed by the contractor(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position. Equally qualified female candidates are strongly encouraged to apply. No fee is charged at any stage of the hiring process.

The successful candidate(s) shall certify that their medical or health insurance covers medical evacuations and treatment.