
MINUJUSTH JOB OPENING

Job Title & Level:	Construction Supervisor (IC-3)
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-09-2018

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 minujsth-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://minujsth.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 Construction Supervisor will undertake the following tasks and responsibilities:

- Completes construction projects by planning, organizing, and controlling projects; completing quality inspections; supervising sub-contractors and staff.
- Using organizational skills to build successful teams for completion of project tasks
- Understanding building codes, safety guidelines and regulations addressing construction Projects.
- Supervising construction crews
- Addressing safety and other worksite concerns and issues with laborers and foremen.
- Understanding how construction equipment works for inspection, operation and maintenance of this equipment.
- Plan, design and oversee the rehabilitation and reparation process of offices; construction of premises and others.
- Manage project resources consistently with the budget lines.

- Ensure the completion of the rehabilitation works accordingly to the timeline;
- Schedule and arrange the purchase and delivery of materials and equipment, check the quality of the materials delivered to sites and ensure their consistency with: required specifications, rules and construction standards.
- Monitoring, follow-up and supervision of the rehabilitation and reparation works;
- Solve any design and/or implementation problems that could emerge during the works; Approves construction projects by conducting inspections at critical phases.
- Maintains safe, secure, and healthy work environment by following and enforcing standards and procedures; complying with legal regulations.
- This position involves work at a construction site where duties will be performed both indoors and outdoors.
- Overtime may be required to meet project deadlines

Competencies

Professionalism: Construction supervisors should have knowledge of the methods, materials and tools involved in building and repairing buildings, houses and other structures such as roads and highways. They must also have knowledge of economics and accounting, sales and marketing, administration, management and design techniques, and the principles involved in the production of precision technical plans, models, blueprints and drawings. Construction supervisors should also have knowledge of public safety and security policies, procedures and strategies. Shows pride in work and achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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.

Technological Awareness: Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

Education

High School education with a Certificate/Diploma or equivalent required. Valid driver's license required. Proof of training, i.e. certificate or University degree preferred in civil engineering, construction management or engineering is an asset.

Work Experience

At least two (2) years of experience working with MINUSTAH or three (3) years previous experience in the construction industry with other institution.

Languages

English and French are the working languages of the United Nations Secretariat. For this position advertised, fluency in oral and written French and English are required.

Special notice

The work of construction supervisor area involves moderate discomfort and/or risk such as operating heavy machinery or dangerous equipment, or frequent exposure to hazardous materials. Alternatively, the work area may be subject to environmental discomfort such as poor ventilation. Loud noises, and/or extremes of heat or cold. The work often requires wearing protective gear that may be uncomfortable. The nature of the work environment may produce moderate levels of stress.

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

APPLICANTS TO THIS JOB OPENING WILL BE REVIEWED AND CONSIDERED BASED ON THEIR REGIONAL RESIDENCY LOCATION AND COMMUTING DISTANCE TO THE NEAREST MINUSTAH REGIONAL OFFICE.