
MINUJUSTH JOB OPENING

Job Title & Level:	Laborer (IC-1)
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-12-2018

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 Individual contractor Laborer will undertake the following tasks and responsibilities

- Assist with the delivery of water and collection of sewage and garbage, including:
- General laborers remove trash, residual building debris and potential dangerous materials from construction sites.
- Construct and later disassemble reinforcement braces, concrete forms, scaffolds and temporary structures.
- Carry bricks, cans of paint, cinder blocks, drywall sheets, electrical spools of wire, roofing panels and wooden wall panels.
- Use shovels and backhoes to dig holes and smooth terrain. General laborers may also use concrete mortar mixers to assist masonry workers and operate forklifts to move heavy materials. As well mixing Concrete manually.
- Maintain UN, services facilities and equipment, including:
 - Ensure equipment and tools are stored in a safe and secure area;
 - Clean and make minor repairs to equipment and tools;
 - Ensure that municipal services buildings and facilities are maintained in a clean and orderly manner
 - Ensure all installations, repairs and maintenance meet environmental protection requirements.
- Provide manual labor services as and when required, including:
- Operate basic hand tools such as saws, shovels, rakes, etc.

- Operate basic power tools such as lawn mowers, brush cutters, etc.
- Provide manual labor assistance on various tasks and assignments
- Perform other related duties as required

Competencies

Professionalism: ability to operate required equipment in a safe and responsible manner, client service and public interaction skills, team building, effective verbal and listening communications skill, ability to communicate effectively in English or French, time management skills. Have proficient knowledge in the following areas: knowledge of safe operation of basic hand and power tools, basic knowledge of water, knowledge of sewage pump out procedures, knowledge of garbage collection and disposal procedures according to segregation procedures, knowledge of equipment cleaning standards and procedures. Knowledge of workplace safety and safe lifting and handling procedures, and understanding of the UN cultural environment. The Laborer must maintain strict confidentiality in performing the duties of the Laborer. The Laborer must also demonstrate the following personal attributes: be honest and trustworthy be respectful possess cultural awareness and sensitivity, be flexible, demonstrate sound work ethics, and deal with the public in a positive, courteous and respectful manner.

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

The Laborer may need to have a minimum of compulsory education level of primary or secondary school or Vocational Training certificate from a recognized and accredited institution. .

Work Experience

The laborer may need at least twelve (12) months experience. Working experience with MINUSTAH is considered as an asset

Languages

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

Special notice:

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.