
MINUJUSTH JOB OPENING

Job Title & Level:	Mason (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-11-2018

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:

The Mason is required, for building, altering and repairing brick, stone, tile or ceramic structures and surfaces in the UN premises and other associated buildings. S/he is responsible for maintaining UN premises and other associated buildings. This includes making repairs to the internal and external structure and ensuring buildings are safe.

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

- Maintain UN premises, associated buildings and facilities, including:
 - Repairs, maintains and alters buildings, retaining walls and other brick or stone edifices.
 - Mixes mortar; lays bricks and stones and/or concrete sidewalks; makes and repairs steps.
 - Installs and repairs tile floors and/or walls.
 - Plasters ceilings and/or walls.
 - Estimates masonry jobs.
 - Does carpentry work incidental to masonry work when necessary.
 - Assigns work to a helper or apprentice.
 - Picks up requisitioned tools and materials from warehouse.

- Maintain all building standards, installation requirements including:
 - Perform scheduled maintenance service on masonry systems and fixtures
 - Ensure all installations, repairs and maintenance are properly sized, aligned, supported and graded
 - Ensure all installations, repairs and maintenance meet environmental protection requirements
- Administer and schedule work, including:
 - Prepare orders of supplies
 - Keep daily reports
 - Schedule work in cooperation with other trades and suppliers
- Perform other related duties as required.

Competencies

Professionalism: - Ability to: (a) diagnose, correct and repair in the event of malfunction; b) to discern the use of proper tools/equipment and economic application of materials is required. This will be tested. Must be able to work independently and must be capable of directing others professionally. The Mason must have proficient knowledge in the following areas: Knowledge of masonry and building maintenance, knowledge of safe operation of basic hand and power tools, knowledge of workplace safety and safe lifting and handling procedures, knowledge of First Aid and CPR. The Mason must demonstrate the following skills, ability to operate required equipment in a safe and responsible manner, client service and public 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 people informed.

Planning & Organizing - Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; -Uses time efficiently.

Education: - The Mason may need to have High School education with a Certificate/Diploma or Certification in technical education from a recognized and accredited institution. If not available, the Mason will need to provide a copy of his/her highest education degree/diploma obtained with employment certificate from or copy of contract with the last employer.

Work Experience: - The Mason will need to have two (2) years of experience. Working experience with MINUSTAH is considered as an asset

Languages: - English and French are the working languages of the United Nations Secretariat. For the advertised post, Fluency in French and Creole is required. Knowledge of English is highly desirable.

Special Note: 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.