



# UNOPS Job Profile (GJP)

## I. Post Information

Post Title: **Mechanical Engineer (Retainer)**

Organizational Unit:

Supervisor: **Project Manager**

Duty Station: **Homs, Syria**

Proposed Grade: **LICA 9**

Approved Grade: **ICS-9**

Position duration:

## II. Organizational Context

### Background Information - UNOPS

UNOPS is an operational arm of the United Nations, supporting the successful implementation of its partners' peacebuilding, humanitarian and development projects around the world. Our mission is to help people build better lives and countries achieve sustainable development.

UNOPS areas of expertise cover infrastructure, procurement, project management, financial management and human resources.

### Working with us

UNOPS offers short- and long-term work opportunities in diverse and challenging environments across the globe. We are looking for creative, results-focused professionals with skills in a range of disciplines.

### Diversity

With over 4,000 UNOPS personnel and approximately 7,000 personnel recruited on behalf of UNOPS partners spread across 80 countries, our workforce represents a wide range of nationalities and cultures. We promote a balanced, diverse workforce — a strength that helps us better understand and address our partners' needs, and continually strive to improve our gender balance through initiatives and policies that encourage recruitment of qualified female candidates.

### Work life harmonization

UNOPS values its people and recognizes the importance of balancing professional and personal demands.

### Background Information - Job-specific

The UNOPS Hub in Amman implements projects on behalf of UN agencies and bilateral donors and in close coordination with the Government and national authorities. With an established presence across the region, the office runs operations including large-scale procurement, project development and technical management, and provides financial, human resources and infrastructure-related services.

The functional objective of UNOPS Hub in Amman is to deliver its projects in an efficient and effective manner and in line with the principles, rules and regulations of UNOPS, to achieve the outcomes sought by the clients.

UNOPS has been active in Lebanon since 2015, delivering projects in support of the Government of Lebanon and partners. Since the explosion at the Beirut Port on 4 August 2020, UNOPS has significantly scaled up its presence in the country to support the humanitarian response and both its presence and portfolio have undergone expansion

The incumbent is responsible to abide by security policies, administrative instructions, plans and procedures of the UN Security Management System and that of UNOPS.

UNOPS is committed to achieving a fully diverse workforce.

**The incumbent is assigned all or part of the following duties which are performed according to organizational needs and structure:**

### **Background Information – Project Specific**

The Project aims to To increase the operational capacities and resilience of the national health system in Homs to provide secondary healthcare.

The Homs Health Directorate requested UNOPS to support the rehabilitation of one of the annexes of Homs Grand Hospital. This annex building consists of three stories:

The basement: operation room, X-rays units, storages, water treatment units and medical gasses room

The ground floor: emergency unit, kidney unit and outpatients' clinics.

The first floor: 16 rooms for in-patients each with a separate bathroom.

The building needs to be rehabilitated to mainly provide medical services for a kidney unit and an emergency unit, through UNOPS's intervention, the hospital will be able to provide secondary healthcare services, particularly to increase the capacity of trauma and surgery services by restoring emergency unit, operation rooms, inpatients wards with the necessary facilities such as kitchen/laundry rooms for in-patient treatment.

During the 24 months duration of the project, the main activities of the project is to rehabilitate Homs Grand Hospital - Annex 1 including the Procurement, installation and commissioning of generators and solar photovoltaic (PV) hybrid systems to supply electricity at the hospital, in addition to the Procurement and installation of a medical waste management system to treat medical and infectious waste.

### **III. Functions / Key Results Expected**

Under the direct supervision of the Project Manager, the Mechanical Engineer is required to perform one or more tasks from the following list of duties and responsibilities ensuring their effectiveness, transparency and integrity:

- Coordination and supervision of installation of the mechanical, plumbing, firefighting and medical gas services of projects

- Assist the project team and logistics division in procurement of mechanical machineries and equipment;
- Design and review mechanical installation and services in buildings; Ventilations, fire fighting & safety, Air Conditioning, HVAC and ducting systems, Hot and Cold Water, sanitary, drainage, medical gase, and waste management mechanical systems;
- Assist contract division in preparing and evaluation of tender documents of mechanical/plumbing engineering services (specifications, BOQs, rates, test reports, etc.) ;
- Design and produce mechanical and plumbing systems design calculations, drawings and scope of works;
- Review the design of mechanical and plumbing services of projects;
- Review and approve Submittals of Technical Material and Shop Drawings submitted by the Contractors for mechanical and plumbing services of projects;
- Assist in testing, commission, training and handover of mechanical and plumbing deliverables to clients.
- Specifically, the Mechanical Design Engineer will be expected to perform activities relevant to the following technical tasks.

**Technical tasks:**

- Prepare design briefs and the design reports that address specific clients and stakeholder requirements and specifications as and when necessary,
- Preparation of comprehensive design documentation, specifications and other project documents to meet the required quality and detailing as stipulated by the Project Manager,
- Work closely with other Architects, Engineers, Draftsperson and Quantity Surveyors in the planning of projects, scheduling of tasks and developing an integrated design,
- Review and ensure the documents prepared meet the quality standard requirements.
- To timely deliver the expected outputs,
- Carry out design services meeting the Client's Design requirement and as per international standards and codes of practices,
- Monitor the delivery of services design documents. Highlight possible late delivery prior to the event,
- Carry out site inspections and assessments as required and prepare reports only when required,
- Proactively assist in the design review projects, ensuring that they meet the high standards expected by UNOPS, while delivering the program within its time and budget constraints,
- Liaise with international clients and address requirements,
- Coordinate the works and submissions with all other disciplines; Architectural and Structural Design Engineers and Quantity Surveyors (QS),
- Carry out research and identify appropriate technologies/techniques/designs that can be incorporated in the project design,
- Carry out technical reviews as appropriate,
- Review and certify Building Services design documentations as a third party independent body when required,
- Coordinate the team effort to complete any task as would be required and appropriate if assigned,
- Has the capacity and high proficiency in using the drawings softwares such as Autodesk –AutoCAD and Revit.
- Has the capacity and high proficiency to use standard mechanical & plumbing engineering systems design softwares.

### Administrative tasks:

- Assist in mechanical and plumbing engineering related material archiving,
- Assist in scheduling requested tasks related to mechanical works,
- Perform any other tasks relevant to the Infrastructure and Engineering Unit when required.

## V. Competencies



Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion.



Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others. **For people managers only:** Acts as positive leadership role model, motivates, directs and inspires others to succeed, utilizing appropriate leadership styles



Demonstrates understanding of the impact of own role on all partners and always puts the end beneficiary first. Builds and maintains strong external relationships and is a competent partner for others (if relevant to the role).



Efficiently establishes an appropriate course of action for self and/or others to accomplish a goal. Actions lead to total task accomplishment through concern for quality in all areas. Sees opportunities and takes the initiative to act on them. Understands that responsible use of resources maximizes our impact on our beneficiaries.



Open to change and flexible in a fast paced environment. Effectively adapts own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behavior. Performance is consistent, even under pressure. Always pursues continuous improvements.



Evaluates data and courses of action to reach logical, pragmatic decisions. Takes an unbiased, rational approach with calculated risks. Applies innovation and creativity to problem-solving.



Expresses ideas or facts in a clear, concise and open manner. Communication indicates a consideration for the feelings and needs of others. Actively listens and proactively shares knowledge. Handles conflict effectively, by overcoming differences of opinion and finding common ground.

## VI Recruitment Qualifications

Education:	<ul style="list-style-type: none"> <li>- Bachelor's degree in mechanical engineering from a reputable university is required.</li> <li>- License/Board Certification in Mechanical Engineering is desirable.</li> <li>- Advanced Degree (Master's) or equivalent in mechanical Engineering or related fields is a plus and may substitute some of the required years of experience.</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>- At least 4 years of experience in Mechanical, firefighting, medical gasses and Plumbing systems design, supervision and construction for medium to large scale construction projects is required.</li> <li>- At least two years of working experience in project assessment, design and management experience in rehabilitation projects and construction projects is required.</li> <li>- Excellent skills in drafting using Autocad is required.</li> <li>- Work Experience with an international Organization and/or UN Agencies is an asset.</li> <li>- High proficiency in working on HAP and Elite softwares is required.</li> <li>- High proficiency in dealing with computers, and other software/ platforms related to the position's field of expertise. Good experience in working with the G-Suite platform including, Google Drive, Google Calendar, Gmail, Google Sheets, Docs, and Slides is an asset.</li> </ul>
Language Requirement:	<ul style="list-style-type: none"> <li>- Fluency in English is highly required.</li> <li>- Arabic language is required.</li> </ul>

## VII. Signatures- Post Description Certification

*Incumbent*

Name

Signature

Date

