

JOB PROFILE

Fellowship Programme

I. General Information:

Title: Civil Engineer

Sector of Assignment: Project Management

Country: Panama

Location (city): Panama

Agency: United Nations Office for Project Services (UNOPS)

II. Supervision:

Supervisor: Senior Project Manager for Infrastructure in PAMCO

Content and methodology of supervision:

As part of the UNOPS JPO programme overall framework, the JPO will benefit from the following supervision modalities:

- Establish a work plan, with clear KPI's to be followed up by a direct supervisor.
- Day to day interaction and regular feedback meetings with direct supervisor, as well as review of work plan implementation and schedules.
- Participation in unit/team/office meetings to ensure integration and operational effectiveness.
- Close collaboration with Project Managers, Technical Coordinators and Project Support Officer to support and follow up the implementation of sustainable elements during the different stages of the project life cycle.
- Guidance and advice in relation to learning and training opportunities within the field of expertise.

Organizational Expertise:

UNOPS helps the UN and its partners provide peace and security, humanitarian and development solutions. Our mission is to help people build better lives and countries achieve peace and sustainable development.

We bring to this task the values and principles of the UN and the innovation, boldness, speed and efficiency of a self-financed institution. We bring the highest international standards to what we do, while respecting local contexts. What drives us is a passion to fight inequalities and to provide opportunities to those most vulnerable. This means we often work in the most challenging environments, building foundations for communities to function and people to live with dignity and respect.

We are focused on implementation, with a commitment to UN values and pursue programmatic goals of gender equality and the empowerment of women both collectively within the United Nations system and individually with its mandate to advance the well-being of women and men in all countries.

At regional level, the Gender Action Plan considers several activities including the creation of a regional gender network, the establishment of a Regional Gender Coordination Team and the formulation of national gender plans including the gender perspective in projects ongoing and under negotiations.

UNOPS in Panama, Costa Rica and the English and Dutch-speaking Caribbean is contributing to achieve the SDGs and the 2030 agenda through the implementation and development of infrastructure, procurement and transactional projects, and the development of initiatives in strategic sectors such as road infrastructure, water and sanitation infrastructure projects, vertical infrastructure, procurement projects, among others, providing its capabilities in the management of complex projects, technical advice and procurement, with a focus on sustainability and resilience; in all cases, applying a human rights and gender perspective aligned with UNOPS values and considering the strengthening of local capacities for our partners, mostly governmental entities, to achieve sustainable development in different spheres of the socioeconomic context.

Scope of the Job:

The Junior Professional Officer (JPO) will work under the direct supervision of the Senior Project Manager for Infrastructure in PAMCO. The JPO will also work in close collaboration with Project Managers, Technical Coordinators and Project Support Officer; to contribute in the integration of sustainability elements throughout the different stages of the projects, as well as support in the implementation of tools and methodologies developed by UNOPS.

III. Duties, Responsibilities and Output Expectations:

The JPO, Civil Engineer, provides assistance and technical expertise in terms of design adjustments, construction, supervision and coordination in the field, ensuring high quality and consistency of work; and will have the following responsibilities:

- **Design Adjustment Management:**
 - Support the Project Manager in the identification of omissions, defects and/or possibilities for optimization of the design of the works.

- Support the Project Manager in the elaboration of proposals for design adjustments, based on what is indicated in the first point of this section.
- Support the Project Manager in the coordination with resources (e.g.: topography, specialist consultants) for the elaboration of proposals for design adjustments, as indicated in the first point of this section.
- Support the Project Manager in the review of design adjustment proposals submitted by the Contractor, as indicated in the first point of this section.
- Any other activity relevant to this phase.
- **General construction:**
 - Support the Project Manager in the control, management and monitoring of the approved contract with the construction company.
 - Ensure a permanent UNOPS presence on site throughout the construction phase.
 - Plan and coordinate construction activities with the Project Manager.
 - Monitor the progress and quality of work for the timely implementation of the project.
 - Keep the Project Manager informed on the progress of the contractor's planning and coordination of site activities.
 - Recommend and inform the Project Manager on relevant corrective actions related to possible delays and/or cost overruns to the Project Manager.
 - Monitor the contractor's presence at the works site, including the quantities of works (BoQ) in accordance with the approved contract and report irregularities to the Project Manager.
 - Prepare project related documentation such as periodic progress reports, site assessment reports, stakeholder meeting minutes, engineer's instructions and change orders, contractor's invoice review reports, certifications, documents for handover to partner and contract settlement reports.
 - Support the Project Manager in the management of the final handover and acceptance report based on technical specifications in respect of the approved project.
 - Provide data and information on project work to the Project Manager for reporting.
 - Work closely with engineering staff to ensure technical accuracy of construction activities.

- Identify and resolve construction related issues in a timely manner by keeping the Project Manager informed.
- Collaborate with and provide support to other country offices as required.
- Ensure, at his/her level of action, adequate interaction, coordination and exchange of information with affected authorities and agencies.
- Accompany all authorities or donor representatives visiting the sites.
- Provide reports as agreed with the Project Manager indicating all project incidents, including financial, quality, health, safety and environmental issues, as well as any other problems related to possible delays, cost overruns, modifications and any other issues as agreed with the Project Manager.
- Any other activities relevant to this phase.

- **Construction Supervision**

- Review the UNOPS Construction Stage Quality Management Plan. He/she shall propose appropriate adjustments to the Project Manager if omissions, shortcomings and/or opportunities for optimization of the UNOPS Quality Management Plan are identified,
- Develop the necessary templates and procedures to ensure the proper implementation of the UNOPS Construction Stage Quality Management Plan.
- Budget the costs related to the implementation of the UNOPS Construction Stage Quality Management Plan. Where necessary, optimize the UNOPS Construction Stage Quality Management Plan to fit within the budget available for construction supervision.
- Strictly implement the UNOPS Construction Stage Quality Management Plan to ensure the quality of the works executed by the Contractor. This includes scheduling and coordination - daily, weekly and monthly - with supervision support resources (materials laboratory, topography, field inspectors, specialist consultants)
- Manage contracts for supervision support resources. This includes reviewing the proposed invoicing for each of the supervision support resources, and recommending to the PM approval or rejection of the proposed invoicing.
- Review the Quality Control Plan proposed by the Contractor, based on the drawings and technical specifications applicable to the project. Identify omissions, defects and/or

possibilities for optimisation of the Contractor's proposed Quality Control Plan. Recommend to the Project Manager the approval or rejection of the Contractor's proposed Quality Control Plan.

- Ensure strict implementation of the Contractor's Quality Control Plan - approved by UNOPS - throughout the construction phase. Verify that the quality control results submitted by the Contractor conform to the minimum requirements defined in the Contractor's Quality Control Plan. Identify any deviations in the implementation and/or quality control results submitted by the Contractor, and notify the Project Manager.
- Carry out daily construction inspections of the works.
- Prepare and submit to the Contractor supervision memoranda, in case omissions or defects are identified during the construction of the works. In general, the Works Supervisor must maintain a flexible communication with the Contractor, which allows the solution of any problem during the construction stage, in the shortest possible time.
- To elaborate Monthly Supervision Reports, which consolidate the results of all the agencies and support resources for the supervision of the works. Conclude on the acceptability - or not - of each of the work elements constructed by the Contractor.
- Review the monthly progress reports submitted by the contractor. Analyse whether the quality support documents submitted by the Contractor comply with the minimum requirements defined in the Contractor's Quality Control Plan - approved by UNOPS. Identify any deviations in the quality control results submitted by the Contractor, and notify the Project Manager.
- Manage differences between the Contractor's quality control results and UNOPS quality assurance as defined in the contract documentation.
- Review the Contractor's proposed monthly invoicing against the Contractor's quality supports, and assess whether it corresponds with the quality control supports submitted by the Contractor, and with UNOPS quality verification results.
- Support UNOPS Occupational Health, Safety and Environment Officers in the supervision of the Contractor's implementation of the OHS Plan and Environmental Management Plan.
- Support the Project Manager in the control, management and monitoring of the approved contract with the oversight support agencies;
- Control and monitor the work of the supervision support agencies to ensure that good supervision practices are carried out:

- Supervise construction works and manage the execution of construction works in accordance with contractual provisions and design specifications.
- Ensure quantity/quality control and consistency of the planned schedule.
- Verify that the works are consistent with the technical specifications of the project and report any deviations in advance.
- Ensure that construction works are completed on time and within budget and stipulated quality standards.
- Regularly monitor the progress and quality of work for on-time execution of the project.
- Document, analyse and inform the Project Manager of any negotiation and/or conflict situations between supervision and the contractor.
- Support the Project Manager in the management of claims submitted by the Contractor.
- Support the Project Manager in the notification and application of sanctions on the Contractor, as defined in the contractual documentation.
- Any other activity relevant to this phase.

- **Contract Management**

- Ensure that UNOPS contracts based on those of the International Federation of Consulting Engineers (FIDIC) are properly managed.
- Under the supervision of the Project Manager act as a negotiator between stakeholders to manage and propose solutions within the contractual framework to operational and non-performance issues.
- Develop and implement a contract management plan to track contract performance, payment certifications, variations, etc. in compliance with contractual requirements, in line with the Project Manager's request.
- Notifying and coordinating to the Project Manager potential conflicts and risks, proposing actions for their resolution and mitigation.
- Any other activity relevant to this phase.

- **Knowledge Management**

- Contribute to the project evaluation process, highlight project related challenges and provide constructive feedback in a continuous cycle of improvement.

- Provide training and transfer of technological know-how to national and contractor staff, advice on good construction and environmental management practices, and appropriate health and safety standards during construction.
- Contribute to the dissemination and sharing of best practices and lessons learned for development planning and knowledge acquisition.
- **Excellence.**
 - Contribute to innovation and the adoption of standards on best practices in terms of sustainability and high-quality standards.
 - Contribute to the dissemination and sharing of best practices and lessons learned for development planning and knowledge acquisition.

IV. Qualifications and Experience:

Qualifications:

- An advanced university degree (equivalent to a Master's degree) is required preferably in one of the following disciplines: Civil Engineering, Construction Engineering, and/or related areas.
- A university degree (equivalent to a Bachelor's degree) will be accepted, preferably in one of the following disciplines: Civil Engineering, Construction Engineering, and/or related areas, provided that a minimum of 4 years of relevant experience is accredited.

Work Experience:

- Minimum 2 years of experience (or more depending on academic credentials) fulfilling supervisory and/or contractual management and/or design review roles as a Civil Engineer in infrastructure projects.
- Knowledge of quality control of materials is required.
- Experience in the elaboration and implementation of quality control plans is required.
- Experience in FIDIC contract management is desirable.

Language Requirements:

- Fluency in English is required
- Fluency in Spanish is desirable
- Fluency in another UN official language is desirable.

Key Competencies of the Assignment:



UNOPS



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.



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 behaviour. 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.

V. Learning Expectations:

The UN Fellow will benefit from the following training and learning opportunities:

- On-the-job training and guidance.

- Interactions with UNOPS key partners and stakeholders networks (internal and external).
- S/he will also have access to diverse knowledge sharing mechanisms such as targeted webinars, learning resources as well as different learning opportunities (such as online language classes, Prince 2 training, LinkedIn Learning courses, etc.).

VI. Background Information:

The United Nations Office for Project Services (UNOPS) is an operational arm of the United Nations, supporting the successful implementation of its partners' peacebuilding, humanitarian and development projects around the world. UNOPS provides project management, procurement and infrastructure services to a wide range of governments, donors and United Nations organisations. UNOPS is championing the implementation of sustainable development practices, by reporting on sustainability initiatives using the Global Reporting Initiative (GRI) framework.

With over 9,000 personnel spread across 80 countries, UNOPS offers its partners the logistical, technical and management knowledge they need, where they need it. By implementing around 1,000 projects for our partners at any given time, UNOPS makes significant contributions to results on the ground, often in the most challenging environments.

UNOPS in Panama, Costa Rica and the English and Dutch-speaking Caribbean develops initiatives in strategic sectors such as road infrastructure, water and sanitation infrastructure projects, vertical infrastructure, procurement projects, among others, providing its capabilities in the management of complex projects, technical advice and procurement, with a focus on sustainability and resilience; in all cases, applying a human rights and gender perspective.

VII. Information about Living Conditions at the Duty Station:

UNOPS in Panama is located in the capital, Panama city, at Ciudad del Saber. Panama 2020 population is estimated at 4,314,767 people. Spanish is the official and dominant language. Many citizens, who hold jobs at international levels, or at business corporations, speak both English and Spanish.

In terms of security, Panama's crime rate is significantly lower when compared to all the regions of the Caribbean and Latin America. Panama is mostly at security level 2 (low). The duty station of UNOPS Panama is located in a safe area of the city, with easy access to different amenities (restaurants, grocery stores, malls, etc.), living spaces near the office and many pharmacies and hospitals to cover any emergency.

Panama is a family duty station. It means that you are allowed to bring any family members.