

### United Nations Interim Administration Mission in Kosovo RECRUITMENT UNIT

Human Resources Section

## **Intern Job Opening**

Job opening #: INTERN 018-002	Deadline: 21 December 2018
Post Title: Civil Engineer/Architect	
Organizational Unit: Facilities Management Unit	Location: Pristina

UNMIK invites qualified applicants in the relevant occupational group to apply for the position highlighted below. Interested applicants should submit a cover letter, Personal History Profile (PHP) or Personal History form (P.11) and copy of the latest two Performance reports (if applicable).

Kindly note that applications upon receipt will be reviewed and <u>only applicants who are short-listed</u> will receive an acknowledgement within six weeks from the deadline for submission of applications.

Please indicate the Intern Job Opening number in the subject of your e-mail

**Organizational Setting and Reporting Relationships:** The duration of an internship is normally two months on a full-time basis - this maybe exceptionally extended for a maximum period of six months.

#### Interns are not paid and are responsible for all expenses related to the internship.

UNMIK accepts no responsibility for costs arising from accidents and/or illness incurred during an internship. Therefore, upon awarding an internship, candidates will be required to sign a statement confirming their understanding and acceptance of the conditions of service.

Interns work five days per week (35 hours) under the supervision of a staff member in the department or office to which they are assigned.

This internship is located within the Facilities Management Unit (FMU), United Nations Interim Administration Mission in Kosovo (UNMIK). The intern reports directly to the Chief of the Unit.

**Responsibilities:** Within delegated authority, the intern's duties may include, but may not be limited to, the following:

- Assistance in preparing and updating of project technical drawings and/or updating existing drawings;
- Assistance in drafting and preparing official documents (SOWs, Technical Specifications, BOQs, cost estimates, etc.) inherent to either standardized engineering projects or to missions specific projects as new construction projects, repair and rehabilitation works, roads, field defences, water supply water treatments, drainage and any other infrastructure, including prefabricated structures and other engineering services as required in support of field missions;
- Assistance in overseeing and supervising the on-site works during all phases of the project through adequate contract management arrangements to ensure compliance with the

requirements;

- Conducting research on new improved technologies and available solutions in the field of engineering/architecture (e.g. rapidly deployable and sustainable solutions), presenting the final results in report/presentations;
- Assistance in overseeing and supervising the on-site works during all phases of the project through adequate contract management arrangements to ensure compliance with the requirements;
- Cataloguing technical information/data analysis;
- Performing any other duty/special project as may be required.

#### **Competencies:**

- **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 the audience; demonstrates openness in sharing information and keeping people 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.
- Client Orientation: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client
- **Creativity**: Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

#### **Qualifications:**

To qualify for an internship with the United Nations Internship Programme, the following conditions must be met:

1. Applicants must meet one of the following requirements:

(a) be enrolled in the final academic year of a first university degree programmeengineering/architecture (minimum bachelor's level or equivalent); or

(b) have graduated with a university degree (as defined above) and, if selected, must commence the internship within a one-year period of graduation;

2.Be computer literate in standard software applications, in particular with Microsoft Office suite of applications (Word, Excel, PowerPoint; Project), Autodesk Auto CAD, Adobe Photoshop (or other graphic design programme);

3. Have a demonstrated keen interest in the work of the United Nations and have a personal commitment to the ideals of the Charter; and

4. Have a demonstrated ability to successfully interact with individuals of different cultural backgrounds and beliefs, which include willingness to try and understand and be tolerant of differing opinions and views.

#### **Work Experience**

Applicants are not required to have professional work experience for participation in the programme.

#### Assessment

Potential candidates will be contacted by hiring manager directly for further consideration. Due to a high volume of applications received, ONLY successful candidates will be contacted.

#### **Special Notice**

A completed online application (Cover Note and Personal History Profile) is required. Incomplete applications will not be reviewed.

The Cover Note must include:

- •Degree Programme (What are you currently studying?);
- •Graduation Date (When will you graduate or when did you graduate from the programme?);
- •List the IT skills and programmes that you are proficient in;
- •List your top three areas of interest;
- •Explain why you are the best candidate for this specific internship;
- •Explain your interest in the United Nations Internship Programme.

In your online Personal History Profile, be sure to include all past work experiences, IT skills, and three references.

#### **United Nations Considerations**

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR

# TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.

As specified above, internal/external applicants are requested to submit a cover letter referring to <u>Job Opening No. Intern</u> <u>018-002</u> along with completed PHP/P11 to the attention of Human Resources Section by mail, fax or email to the following addresses:

P P.O. Box 999,10000 Pristina, Kosovo, Fax No: +381-38-504604 ext 5848 E-mail to <u>unmik-recruitment@un.org</u>

The UN is an equal opportunity employer and welcomes applications equally from men and women. It is a UN Policy to give full consideration to disabled candidates whose disablement does not militate against the effective performance of the duties of the post