



**United Nations Interim Administration Mission in Kosovo**  
**RECRUITMENT UNIT**  
Human Resources Section

**Intern Job Opening**

<b>Job opening #: INTERN 018-001</b>	<b>Deadline: 21 December 2018</b>
<b>Post Title: Electrical Engineer</b>	
<b>Organizational Unit: Facilities Management Unit</b>	<b>Location: Pristina</b>
<p>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).</p> <p><b>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.</b></p> <p style="text-align: center;"><i>Please indicate the Intern Job Opening number in the subject of your e-mail</i></p>	

**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 Supply Chain and Service Delivery (SCSD), Facilities Management Unit (FMU) of UNMIK. The intern reports directly to Chief Facilities Management Unit.

**Responsibilities:** Within delegated authority, the Electrical engineer will carry out the following duties:

- Design of installations and provision of relevant diagrams and schematics.
- Assist in installing, maintaining and repairing of complete power distribution systems including conductors, distribution of main and sub panels, earth connections, switchgear, circuit breakers, coaxial communication circuits, fiber optic systems and street lighting
- Analysis of control panels and installations;
- Plans and prepares programmes for maintenance of electrical equipment;
- Assist on physical check on the meters and measuring equipment and to verify their compliance with the required standards;
- Advise chief of FMU on results, defaults, and the proper ways to improve the systems and to

- reduce the consumptions and expenditures;
- Advise measures to increase energy saving in buildings and equipment;
- Any other task requested by the Chief FMU.

### **Results Expected:**

Ensure that electric equipment and distribution networks within UNMIK premises are risk free and compliant with applicable standards and regulations. Protect Mission interests by optimal use of resources and stocks, including energy efficiency of all equipment and buildings.

### **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 programme-electrical (minimum bachelor's level or equivalent); or
- (b) have graduated with university degree (as defined above) and if, selected, must commence the internship with a one-year period of graduation;

2. Be computer literate in standard software applications;

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 based on 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 [Job Opening No. Intern 018-001](#) 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 [unmik-recruitment@un.org](mailto:unmik-recruitment@un.org)

*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*