

Posting Title : Quality Monitoring Coordinator (LFO), G
Job Code Title : Quality Monitoring Coordinator
Department/ Office : UNRWA - other
Location : BEIRUT
Posting Period : 16 March 2021-29 March 2021
Job Opening number : 21-ENG-UNRWA - other-152015-R-BEIRUT (R)
Staffing Exercise : N/A

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org .Setting And Reporting

The incumbent of this post works under the supervision of the Deputy Director (Programmes) and supervises staff as assigned.

Responsibilities

Develops and strengthens monitoring and inspection procedures for construction projects, ensures that quality control plan is effectively implemented and submissions are properly made, reviewed and approved/certified, in compliance with specifications as required in the contract (particularly in NBC). Ensures having a safe workplace environment without any risk to health.

Oversees progress towards achieving the projects outputs ensuring that implementation corresponds to the purpose of the intervention. Specifically, ensures that the quality processes are managed well, including planning, pre-activity meetings, material management, quality incident reports, and lessons sharing as well as follow-up inspections (particularly in NBC). Provides evidence-based recommendations on stopping of any segment of work that does not meet the established quality control requirements, or presents a safety hazard.

Ensures that contractors are adhering to their contractual obligations in terms of the implementation of Construction Environment Social Management Plans (ESMP) and the Monitoring thereof;

Ensures that all Environmental, Social and Health and Safety (ESHS) policies, procedures, rules and regulations are adhered to, kept up to date and communicated to the relevant parties. Ensures that complete and accurate health and safety records are maintained. Coordinates and develops ESHS polices, systems and tools of work and procedures in line with UNRWA rules and regulations, ensuring the staff awareness thereof.

Oversees all construction projects ensuring that on-site and off-site testing and inspections are

performed in accordance with contract conditions. Reviews all test and impact reports and notifies concerned bodies of any deficiencies and corrective actions as needed. Ensures accidents are well documented, investigated and that recommended follow-up actions are implemented.

Provides continuous capacity building support to UNRWA staff supervising/monitoring contractors, including coaching, mentoring and training projects' staff in quality control and ESHS management principles, procedures and project specific requirements. Ensures that safety inspections are carried out, fire drills are correctly reported, risk assessment procedures are managed and all staff and workers are aware of their obligations and responsibilities.

Participates in project planning processes and recommends further improvements, monitors and reports on the key performance indicators (KPI), analyzes, project KPIs, evaluates trends and provides improvement strategies in all construction and engineering related interventions.

Reviews every project and takes responsibility for risk management strategy per project, including assessment of all equipment and operations that help reducing risks and improves efficiency via process management and risk mitigation.

Provides feedback to the D/DUAL on project strategies and activities, and suggests strategies for improving the efficiency and effectiveness of the construction/engineering projects by identifying bottlenecks in completing the project activities and developing plans to minimize or eliminate them.

Provides regular reports on adherence to the ESHS and quality control standards and participates in monthly meetings when required. Reports monthly, quarterly and annually on progress of all project activities to the D/DUAL, or and other concerned units and programmes.

Undertakes regular field-monitoring missions to assess progress of the project implementation and its adherence to the ESHS and quality control standards.

Ensures performance reviews of contractors are made on a regular and timely basis by Project Managers, particularly if there are issues with specifications or implementation. Performs other duties as may be required.

Competencies

Monitoring and Evaluation;
Planning and Organizing;
Presentation and Reporting;
Project Management;
Communication Skills.

Education

University degree in Civil or Structural Engineering, or other relevant discipline.

Work Experience

Minimum 6 years of professional experience at national or international levels in the relevant field of civil engineering, especially in preparation of construction and technical documentation, ideally familiar with the World Bank Environmental and Social Safeguard Standards;

Experience in working in complex environments and large infrastructure and/or civil works;

Strong familiarity in preparing interim monitoring reports on all aspects of project implementation;

Experience of sharing outputs of findings with project staff;

Languages

Excellent command of written and spoken English and Arabic.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

Special Notice

Type of contract and duration: Limited Duration Contract (LDC) Band G for 08 months, with the possibility of further extension, subject to availability of funds, satisfactory performance and continuing need.

UNRWA is committed to achieving gender parity at all levels of staffing under the current UN-wide gender agenda and strongly encourages applications from qualified applicants from under-represented groups (based on, for example, gender, disabilities).

UNRWA, the largest United Nations operation in the Middle East with over 30,000 staff working across five areas of operation, is looking for highly committed professionals wishing to make a change. UNRWA's strategic objectives:

The mission of UNRWA is to help Palestine refugees achieve their full potential in human development under the difficult circumstances in which they live. In line with this mission, the Agency works towards five strategic outcomes:

- (a) Palestine refugee rights under international law are protected and promoted;
- (b) Palestine refugee health is protect and disease burden is reduced;
- (c) school – age children complete quality, equitable and inclusive basic education;
- (d) Palestine refugee capabilities are strengthened for increased livelihood opportunities; and
- (e) Palestine refugees are able to meet their basic human needs of food, shelter and environmental health.

UNRWA is funded almost entirely by voluntary contributions from UN member states, regional bodies, business foundations and individual contributions.

Equivalency: Candidates with an equivalent combination of relevant academic qualifications,

professional training and progressive work experience may also be considered.

N.B: Work experience alone or formal qualifications with no relevant work experience are not considered an acceptable combination.

Desirable qualification:

- (i) Proficiency in software applications used by the Agency;
- (ii) Knowledge of construction methods, and terminology and construction management;
- (iii) Experience in health and safety measures in Construction Works
- (iv) Possession of valid driving license;
- (v) Excellent command of relevant computer applications including word-processing, spreadsheets and databases.

Conditions of service: Monthly basic salary USD 2,088.20 + SPLA USD 167

Other benefits include monthly Provident Fund contribution (15.2% of basic salary paid by the Agency), compulsory medical insurance, 30 days of annual leave, and dependency allowance (if applicable).

Additional information: Demonstrated skills in working with others and ability to handle sensitive issues.

General Information: This vacancy notice is open to internal and external candidates. Only candidates residing in Lebanon with authorization to work in that duty station at the time of application are eligible to apply. The Agency will not assume responsibility to support or facilitate the issuance of work permit in the duty station, and without a valid work permit, the appointment may be rescinded. During and after the completion of the recruitment process, candidate's request for review of decisions must be submitted within 48 hours from the formal notification by UNRWA. Requests received after that will not be considered. UNRWA is a United Nations agency whose staff are therefore expected to uphold the highest standards of integrity, neutrality and impartiality. This includes respect for and commitment to human rights, diversity, and non-violent means of dealing with all kinds of conflict. UNRWA staff are expected to uphold these values at all times, both at work and outside. Only persons who fully and unconditionally commit to these values should consider applying for UNRWA jobs. The Agency will disqualify applicants who have separated for reason of misconduct, who left a UN Agency while misconduct processes were pending, or who appear on the UN Sanctions List. UNRWA is a non-smoking work environment. The Agency reserves the right not to make an appointment, to make an appointment at a lower grade, or to make an appointment with a modified job description.

Please find below the link to a video that guides applicants on how to apply to Job Openings that approach you for guidance:

<https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdrive.google.com%2Ffile%2Fd%2F1MH-IYA6Y8kxA1fgao5qyTV8VwNajgx4u%2Fview%3Fusp%3Dsharing&data=04%7C01%7CW.ELSHOULI%40UNRWA.ORG%7Cfaee1bc3505347bafb7e08d8de15fb26%7C262f6a4120e941408d3efdf5eecb4157%7C0%7C0%7C637503533438467268%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Iik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=LFImBr0ZOsfMg9pTdtHpVf8o7JSos8JJtaARwkk8HUo%3D&reserved=0>

United Nations Considerations

Staff members are subject to the authority of the Commissioner-General of UNRWA and to assignment by him or her.

UNRWA is committed to achieving gender parity at all levels of staffing under the current UN-wide gender agenda and strongly encourages applications from qualified applicants from under-represented groups.

At UNRWA, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. UNRWA is committed to creating a diverse and inclusive environment of mutual respect. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

UNRWA Considerations

UNRWA staff are expected to uphold the highest standards of efficiency, competence, neutrality, impartiality and integrity. This includes respect for and commitment to human rights, diversity and non-violent means of dealing with all kinds of conflict. Only persons who fully and unconditionally commit to these values should consider applying for UNRWA jobs. Candidates will not be considered for employment with UNRWA if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. Candidates who have committed crimes other than minor traffic offences may not be considered for employment. The Agency may disqualify applicants who have separated for reason of misconduct, who left a UN Agency while misconduct processes were pending, or who appear on the UN Sanctions List.

UNRWA is a non-smoking work environment.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, *inspira*. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the *inspira* account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in *inspira* to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time)

on the deadline date.