Title: Supervisor Engineer (Site Supervisor) to oversee the construction and relocation of UNDP Egypt Country Office Premises

Duty Station: Cairo, Egypt

Practice Area: Management

Type of Contract: Individual Contract

Contract Duration: 6 months

Start Date: immediately

Deadline: 14 May 2015

Background:

UNDP Egypt Country Office is looking to hire a Supervisor Engineer (Site Supervisor) to oversee the execution of the construction and relocation of its premises. The Operations Department has successfully produced the interior designs and all necessary technical documents for the relocation, electrical, telecommunication designs, plumbing, firefighting, BoQ…etc., The department is willing to have the new Country Office Premises ready for operation by 1 November 2015. Under the supervision of the UNDP Operations Manager he/she shall be the ‘Supervisor Engineer’ of the contract as per the duties and responsibilities of the UNDP General Conditions of Contract for Civil Works. The Supervisor Engineer (SE) will be responsible for successful implementation for the new Country Office Premises. Therefore he/she shall follow up and supervise all the conditions of the implementation’s contract, including the special conditions, as well as the produced technical specifications, bill of quantities and drawings.

Goals and Objectives

The main objective of this assignment is to secure professional technical, organizational and supervisory role on execution of the construction and relocation of UNDP premises, setting out and determining the location for all project’s items installations involved in construction operations. The assignment includes oversight directly the design implementation of the civil works and ensures the conformities of the civil work to be done in accordance with the approved technical documents. The SE works as part of the site management team under direct supervision of the operations manager, and will share responsibility for site security, health and safety, and the organization and supervision of material and human resources.

Scope of work and level of details

The Supervisor Engineer (SE) will be acting as the main technical adviser on a the construction and relocation of UNDP premises according to the following:-

- The SE will review relocation technical documents, interior designs, electrical, telecommunication designs, BoQ…etc., He/she shall check and coordinate all requested
works before construction and secure implementation time framework as well as the day-to-day supervision, coordination, monitoring and follow up of all supply and installation items of premises relocation tasks in accordance with an agreed upon action plan and timeline;

- The SE will have to read produced technical documents in conjunction with other relevant structural, mechanical, electrical and special systems drawings and all relevant sections of the specifications;
- He/she will facilitate the approval of site setting and ensure exaction are done according to the specified and required standard; monitor progress of civil works activities on day to day basis to ensure that the contractor complies with approved specifications, Bill of Quantities (BoQs) and work plan;
- Ensures that quantities and quality are accurate and conducts day to day site inspections of the construction to ensure that execution of the work is done according to the specifications and BoQs of Standard Bidding Documents;
- Supervises the contractor and advises/proposes for correction in case of any defects/variation/additional/deletion of items identified as well as updates the Operational Manager on the work progress on weekly/monthly basis including setbacks. He/She has to ensure that any matter that requires attention is reported to the Operational Manager for action and correction; and,
- Prepares monthly progress report and ensures completion of tasks on time and provides recommendation and clearance for payment for the works done after due verification of bills. Plus provides designs and BoQs for any additional works identified during implementation of specific civil works contracts, seeking approval from the Operational Manager for any changes.

**Job Description, Duties and Responsibilities:**

The overall responsibility of the Supervisor Engineer is to check produced plans, drawings and BoQs for accuracy of calculations; ensuring that all materials used and work performed are as per specifications; overseeing the selection and requisition of materials; agreeing a price for materials, and making cost-effective solutions and proposals for the intended project; managing, monitoring and interpreting the contract design documents; liaising with any consultants, subcontractors, supervisors, planners and the general workforce involved in the project; day-to-day management of the site, including supervising and monitoring the site labour force and the work of any subcontractors. The Supervisor Engineer responsibilities are (but not limited to) the following:-

- Planning the work and efficiently organizing the plant and site facilities in order to meet agreed deadlines;
- Coordinating and executing of day to day operations pertaining to the relocation;
- Overseeing quality control and health and safety matters on site;
Close monitoring and on-site supervision of the works is to be undertaken, including the contract administration for the works, and technical advice and assistance to contracted contractor and labour;

- Coordinating of moves in IT-infrastructure, networks, telecommunications, LAN/WAN, Telephony and Audio Visual/Video Conferencing, Public Addressing system, Satellite Connection System, Access Control System and CCTV;
- Act as first point of contact for team of architects and selected vendors;
- Working closely with a team of architects;
- Room allocation plans and associated responsibilities;
- Planning, management and supervision of furniture transportation from the current premises to the new premises and their reassembling;
- Managing interior fit-out;
- Monitoring and reporting to UNDP Operations Manager progress, completion and or pertinent issues;
- Preparing/defining specifications for tenders and contracts within the UNDP financial processes and policies and analyze tender returns;
- Sourcing, negotiating and choosing suppliers which may include agents, legal and market expertise;
- AOB pertaining to the premises relocation.

Key Deliverables

- Clear monthly work plan schedule for inspection of construction works;
- Weekly and monthly progress reports on civil works activities;
- Construction works well inspected and timely completed based on approved specifications;
- Well-articulated evaluation report on performance of contracted contractor.

Competencies

Corporate Competencies:

- Demonstrates integrity by modeling the UN’s values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism;
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.
- Planning and independently carrying out work requiring judgment in the evaluation, selection, application and adaptation of engineering techniques and procedures.

Functional Competencies:

- Self-driven and results focused;
• Problem solving skills, conflict resolution with an eye towards customer service while keeping UNDP’s best interest in mind and the ability to respond quickly and appropriately to resolve issues;
• Conceptual thinking and analytical skills, with a strong eye for detail;
• Excellent communication skills;
• Computer literacy.

**Qualifications:**

• Academic degree in Engineering or architecture;
• Minimum 8 years of professional experience in the field of engineering/architecture;
• Relevant Project Management accreditation;
• A sound project management background gained within an international organization managing projects through their entire life cycle;
• Core competence in Planning, Cost Estimating, Risk Management, Performance Management, Quality & Delivery Assurance;
• Experience working with technical and non-technical teams across a broad range of IT disciplines and geographies;
• Experience in working with selected vendors to develop and implement project plans;
• Experience delivering these types of projects in the diplomatic community or United Nations system is also beneficial.

Interested applicants are invited to submit the following documents to procurementnotice.egypt@undp.org no later than Thursday 14 May 2015:

• Latest CV
• Financial Proposal:
  The financial proposal shall specify a total lump sum amount for the 6 month contract.