Construction Manager – Human Rights and Rule of Law Department

The Office of the High Representative in Sarajevo is currently seeking to hire a specialist in contract management, design and engineering who will work as a part of the OHR Srebrenica / Potocari Memorial and Cemetery Project team. This team is currently the primary support to a nationally registered Foundation to realise the memorial and the ~~burial~~ Cemetery project. The Construction Manager will work with the Advisory Working Group. The Construction Manager is responsible for advising on the following design of the Site, its construction/implementation as well as any related design and construction projects. The incumbent will be working under the leadership and the supervision of the Project Manager. The scope of the work for this position is as follows:

· Oversees the contract(s) for design and construction of all elements of the Srebrenica / Potocari Memorial and Cemetery;

· Liaison and co-ordination;

· Implementation;

· Special support.

DUTIES AND RESPONSIBILITIES

· To oversee the design and each of the requirements of the construction contract(s)

· To assist in co-ordination with OHR Procurement Department, will assist in the final selection of possible bidders who have tendered for the Srebrenica / Potocari Memorial and Cemetery Site;

· To negotiate changes to contract(s) limited to the scope of the work and other details such as timeline, start and finish dates, qualities of the materials being used etc;

· To have a thorough working knowledge of the Potocari site and shall regularly visit the site during construction and burial periods;

· Tobuild co-operative relationship between construction team(s) and local officials.

Liaison and co-ordination

· To work directly with the Advisory Working Group of the Foundation and must attend all meetings as required while keeping this body informed of the status of the project and any obstacles which they might in counter;

· To assist the Project Manager in any and all presentations that are to be made to Executive Board or any one they designate;

· To work with on-site OHR personnel and personnel of other international agencies as necessary.

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

· University degree in civil engineering or architecture and design;

· Minimum 8 (eight) years of professional experience;

· Previous working experience in construction contract management and design;

· Proficiency in both written and oral English;

· Must be able to make presentations in a professional manner;

· Experience in procurement, contractor selection and negotiations.

Any personnel with the above qualifications should provide (in English) a CV with a one-page cover letter and references to the following:

Personnel Department

OHR Sarajevo

Emerika Bluma 1, 71000 Sarajevo

Fax: +387 (0) 33 283771 **E-mail: application@ohr.int**

Please quote Reference No. 2002/138

Closing date for applications: 13 June 2002

Only short-listed candidates will be contacted

No telephone enquiries please