

Assistant Civil Engineer Vrs Barracks Reconstruction Project Department Of Administration And Finance

CONTRACT TYPE: National, Short-term (8 months)

PURPOSE AND SCOPE OF THE POSITION

The incumbent will be involved in the evaluation of construction plans and works on four buildings to be converted into the Brcko District Court complex as well as the two buildings to be converted to multi-ethnic educational purposes in the area of the VRS barracks project. He/she will work under the general supervision of the Director of the Administration and Finance Department and under the direct supervision of Administration Manager and Technical Co-ordinator.

DUTIES AND RESPONSIBILITIES

1. Evaluation of all works and materials employed in the reconstruction of the four building on the VRS barracks area.
2. Assistance and approval of the installation of materials and works performed during the project.
3. Assistance in the creation of all records of materials

used in the project and supplying them to the Technical Co-ordinator on a timely basis but no less than once per week.

4. Creation of all related printed materials to be used by the maintenance dept. which will be used in the operation of the buildings as regards periodic maintenance, trouble shooting, location of all operational items including but not limited to shut-off valves, location of electrical interfaces and fuses, location of all other pertinent operational system interfaces.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS

1. Civil Engineering Degree is mandatory
2. Ten years of general experience or a minimum of three years of experience with closely similar construction projects (Western equipment, building size and project type).
3. Project management skills are desirable.
4. Computer word processing and spreadsheet skills are mandatory
5. English language skills are highly desired but not mandatory
6. Ability to work long hours

7. Ability to work with people from various cultural backgrounds

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

Administration Manager

OHR Brcko

Obiliceva bb, 54000 Brcko

Fax: +387 49 205 560 E-mail: application@ohr.int

Please quote Reference No. 864/01