



External Publication of Job Posting

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Job Posting Title

BUILDING ENGINEER / ARCHITECT

Start Date

08.02.2018

End Date

11.03.2018

Reference Code

(03) 30002657

Job Title

BUILDING ENGINEER / ARCHITECT

Organization

The African Union, established as a unique Pan African continental body, is charged with spearheading Africa's rapid integration and sustainable development by promoting unity, solidarity, cohesion and cooperation among the peoples of Africa and African States as well as developing a new partnership worldwide. Its Headquarters is located in Addis Ababa, capital city of Ethiopia.

In seeking to achieve these objectives, the African Union intends to strengthen its capacity to deliver by, among others, the implementation of new organization structure and the filling of regular and short-term vacant posts.

Department

Post / Job title: Building Engineer / Architect

Grade: P2

Report to: Chief of Estate Unit

Division: Administration and Facilities Management

Directorate: Administration and Human Resources Management.

Duty Station: Addis Ababa, Ethiopia

Number of Positions: 1

Project

1. Purpose of the Job

The Building Engineer is responsible for facility design, functionality, systems operation and safety management of buildings. He/she shall be involved in building design, construction, and maintenance and operational management. The incumbent shall contribute in formulation of strategic objectives by ensuring a

complementary strategic development of the Building operation and management policies and compliance with organizational requirements. The incumbent will work under the direct supervision of the Chief of Estate Development Unit within the Administration and Facility Management Division of the Directorate of Administration and Human Resources Management Directorate.

Tasks

2. Key Duties, Responsibilities and Accountabilities

The incumbent shall:

- Supervise of engineering of building operations of AU buildings and coordinate/manage activities of staff engaged in carpentry, plumbing, mechanical, electrical, HVAC, elevators, escalators and/or specialized maintenance and repairs;
- Assist with plan reviews on large construction projects and provide input to ensure specified scope of work is in the long term best interest of the AU and carry out site inspections to ensure quality and adherence to contract requirements;
- Work in similar capacity to construction managers, utilizing mixtures of construction knowledge & engineering principles;
- Oversee external contractors and base building service contractors to ensure building systems are properly maintained and utilized;
- Draft Bill of Quantities / scopes of work for bidding requests for procurement of supplies, spare parts and equipment as well as draft estimates of materials and costs for projects;
- Act as a liaison between contractors and AUC Clients;
- Coordinate the work of maintenance crew and contractors crew to respond to maintenance and repair needs;
- Inspect and evaluate maintenance work completed by maintenance crew and contractors;
- Actively involve in working and making repairs with tools in order to maintain operations and provide a safe and stable environment while optimizing the engineering efforts;
- Inspect and prepare building status reports, organize and follow-up maintenance of buildings;
- Inspect and ensure the safety of the buildings and the security of occupants and monitor the cleanliness of building environment;
- Contribute to policy formulations and SOPs in relation to building and property management;
- Take responsibility and contribute to own continuous development and to keep up to date with trends and changes in the building sector, legislation, policies and best practice and deliver services accordingly;
- Meet key performance indicators and targets/ objectives set and report to the Chief Estate Development Unit in respect of service delivery; and
- Performs additional duties or responsibilities, consistent with the role and grade, as may be assigned by supervisors.

Requirements

3. Qualifications

University Bachelor Degree in Civil Engineering, Building and Architecture from a recognized educational institution as well as excellent knowledge of designing software. Higher academic or vocational qualifications with professional certifications will be an added advantage.

4. Competencies and Commitments

The incumbent will be expected to:

- Actively promote customer care, value for money and performance management in own role;
- Demonstrate a whole hearted commitment to the organizational values and culture;
- Positively promote and represent African Union Commission;

- Promote an environment of continuous learning, development and improvement;
- Consistently promote and apply quality and diversity, in line with African Union Rules, Regulations, Policies and Procedures and ensure that this is demonstrated and maintained throughout all areas of responsibility; and
- Be aware of, and observe fully and promote, African Union policies relating to health and safety and risk management and best practice, throughout all areas of responsibility.

5. Knowledge, skills and abilities

- Strong Analytical and numerical reasoning abilities
- Ability to understand complex problems and collaborate with others to provide effective solutions
- Excellent administrative and drafting skills
- The ability to work both as part of a team and independently
- Strong technical drawing skill, ability to read blue prints, schematics, assembly drawings, and wire lists.
- Ability to effectively present and communicate information to management.
- Excellent interpersonal and communication skills;
- Good knowledge of the workings of international organizations;
- Capacity to work under pressure and in a multicultural environment;

6. Work Experience

At least five (5) years experience as Building or Construction Engineer and Architectural Engineer out of which at least three (3) years with specific experience in Architectural Engineer and Management.

7. Language Requirement:

Applicants must be proficient in one of the African Union working languages. Knowledge of one more or several other working languages would be an added advantage.

8. Tenure of Appointment:

The appointment will be made on regular term contract for a period of three (3) years, of which the first twelve months be consider as a probationary period. Thereafter, the contract will be for a period of two years renewable, subject to satisfactory performance and deliverables.

9. Least Representative Countries:

Candidates from the following least represented countries are encouraged to apply: Eretria, Central African Republic, Cape Verde, Comoros, Congo (DRC), Djibouti, Equatorial Guinea, Liberia, Mauritania, Namibia, Sahrawi Arab Republic, Madagascar, Morocco, Sao Tome and Principe, Seychelles and Somalia.

10. Gender Mainstreaming:

The AU Commission is an equal opportunity employer and qualified women are strongly encouraged to apply.

11. Remuneration

Indicative basic salary of US\$31,073.00 (P2 Step 1) per annum plus other related entitlements e.g. Post adjustment (46% of basic salary), Housing allowance US\$ 22,932.00 (per annum), education allowance 100% of tuition and other education related expenses for every eligible dependent up to a maximum of US\$10,000.00 per child per annum), etc. for internationally recruited staff of the Commission and up to US\$3,300 for locally recruited staff of the Commission.

12. Application

Applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 11 March 2018.

Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. 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 on the basis of 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.

Directorate of Administration and Human Resources Management
African Union Commission
Addis Ababa (Ethiopia)

Contract Type

Regular (Long Duration)

Employment Fraction

Full-time

Branch

Headquarters