



JOB OPENING

Functional Title & Level:	Water and Sanitation Assistant (GS-5)
Duty Station:	Multiple
Posting Period:	24-30 August 2017
Job Opening Number:	MINUJUSTH-GJO-2017-009

Special Notice

The purpose of this job opening is to generate a roster of qualified and available candidates to fill anticipated job openings for the **Water and Sanitation Assistant (GS-5)** positions. The entire assessment process takes approximately two months; candidates who are successful in the assessment process will be placed on the roster and will be notified accordingly. Candidates who are not successful during the assessment will not be placed on the roster. They will be notified at a later stage. Placement on the roster does not guarantee selection. Start date of these positions is subject to the availability of funding source.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply. Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

All interested candidates should submit their Personal History Profile (PHP) and copies of their educational diploma/certificates and employment records via email at minujsth-recruitment@un.org. Blank PHP and supplementary sheets are available at the MINUSTAH Bulletin Board and at the MINUSTAH website <https://minustah.unmissions.org/offres-demploi>.

Important: Functional title and job opening number MUST be indicated in the subject of your e-mail application in order to be considered for review.

Organizational Setting and Reporting

These positions are located in United Nations Mission for Justice Support in Haiti, (MINUJUSTH). The **Water and Sanitation Assistant (GS-5)** typically reports to the Chief of Section or, Chief of Unit, though this may vary depending on the mission structure and location of these post.

Responsibilities:

These duties are generic and may vary depending on the specific position location.

- Installs, operates, maintains, services and repairs, in compliance with recognized standards and regulations pertaining to safety and installation codes. Buildings, camps/sanitary infrastructures, or other structures including sanitation facilities such as: ablution units, bathrooms and toilets, laundries and kitchen water and waste water systems.
- Carries out scheduled maintenance on all the installations and equipment related to above.
- Performs emergency works and repairs of all above.
- Prepares reports of field activities pertaining to inspection, service and repair works.
- Organizes materials and tools for assigned team.
- Initiates work orders as and when required.
- Coordinates works as necessary with engineering counterparts in specialized technical areas.
- Periodically inspects ongoing projects and reports to the Sector Engineer on progress, timelines and any setbacks or alterations that may occur;
- Inspects and reports on construction project work and maintenance works carried out by civilian contractors and ensures all stages are completed satisfactorily prior to payment;
- Assists in preparation of technical reports, drawings and material quantities.
- Designs simple installations;
- Liaises with Water and Sanitation Engineer for expert advice on water supply and sewerage works, electrician on electrical matters and other engineering sub-units, as necessary;
- Provides instructions on end-use care and servicing of water supply and sewerage works;
- Trains user's Technicians on proper operation, upkeep, general maintenance of water supply and sewerage works and monitoring quantity levels of supply of spare parts for routine scheduled maintenance, as well as maintenance of log books, maintenance records and spare parts' consumption records;
- Provides input for data entries in the asset control database immediately after receipt, repairs/overhaul, transfer, and disposal of equipment;
- Performs other duties as and when required, including emergency call-out and standby duties.

Competencies

- **Professionalism:** Shows pride in work and achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; Adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; Places team agenda before personal agenda; Supports and acts in

accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Education

High school diploma or equivalent is required. Vocational training in a related field from a Technical/Trade school, with appropriate apprenticeship Diploma.

Work Experience

A minimum of five (05) years of progressively responsible experience in water supply and sewerage works, treatment plants and pump installations. Experience with standard techniques and practices for maintenance of various types of treatment plants and pump systems may be essential.

Languages

English and French are the working languages of the United Nations Secretariat. Fluency in English and French, (both oral and written) is required; Knowledge of other United Nations official languages is desirable.

Assessment

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