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United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

VACANCY NOTICE Construction Project Manager 2016/HRC-003

UNHCR Greece invites applications from qualified candidates for the following position:

Position title	Construction Project Manager
Project title	People Arriving by the Mediterranean Sea
Duty Station	Lesvos
Duration	Until 31st December 2016
Effective date	15th November 2016
Closing Date	10th November 2016

OPERATIONAL CONTEXT

Over one million refugees and migrants have undertaken the perilous journey across the Mediterranean between 2015 and mid-2016. The majority are Syrians, Afghans and Iraqi nationals who crossed the Aegean from Turkey to Greece.

While up to mid-November 2015, most persons of concern (POCs) stayed in Greece for only a few days, the situation considerably following new border restriction on the Western Balkan routes in February 2016 and the entry into effect of the EU-Turkey agreement on 20 March. From a response targeting people on the move, humanitarian actors reviewed their priorities to focus on a static population. As of September 2016, it is estimated there are over 165,000 arrivals by sea and currently between 35,000 and 56,500 persons of concern in the country. The majority of them are hosted in the mainland, spread throughout over 40 sites and urban locations. A few remain in the islands, being catered through the ‘hotspot’ approach.

FUNCTIONAL STATEMENT

UNHCR Sub-Office has planned various civil works under 2016 budget, some of which may be completed only in the course of 2017. This includes:

- Installation of new prefabricated accommodation units in Kara Tepe and Moria
- Replacement of old sewage system in Moria RIC (1 Km pipeline draining waste water from Moria RIC to the waste water processing centre located in at Moria village)
- New independent water system to supply potable water to the Moria RIC
- Various civil work at the new Olive Grove Site, including some sport facilities for the persons of concern (PoC) and for the host community as well
- Construction of some pedestrian pathways in Moria and KT
- Civil works for a memorial in the north (Skala Sykamnias)
- Follow-up and certification of renovation work at the Moria dispensary
- New electricity sub-stations in Kara Tepe and Moria
- Improvement of Kara Tepe residential areas

This add on some routine fixing and repairs that may also be conducted under UNHCR funding by Samaritan’s Pursein 2016 and 2017 in Moria and Kara Tepe.

The workload entailed by these projects requires from initial stage technical designs, identification of specifications and drawings that only a qualified personnel can achieve. Moreover, follow-up and monitoring of satisfactory implementation of these projects will require the presence of a qualified personnel that can ensure compliance of the implementation with initial designs in the one hand, and with EU and domestic construction regulations in the other hand.

UNHCR Sub-Office in Lesvos is looking for a qualified civil engineer with enough flexibility and diversified skills to contribute in project design, project implementation and to ensure final reception/evaluation of works upon completion.



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Responsibilities

He/she will perform the following duties under supervision of Programme Officer in coordination with SMS team, site managers where applicable and the beneficiaries:

- I. The Project Manager/Engineer shall provide administration of the Construction Contracts as provided in the Construction Contract documents. In particular, the Project Manager/Engineer shall perform the functions hereinafter described.
- II. The Project Manager/Engineer shall be the UNHCR's representative vis-à-vis the Contractor during construction and until final payment is due. The Project Manager/Engineer shall advise and consult with UNHCR. UNHCR's instructions to the Contractor shall be forwarded through the Project Manager/Engineer. The Project Manager/Engineer shall have authority to act on behalf of UNHCR only to the extent provided herein.
- III. The Project Manager/Engineer shall visit the construction sites at intervals appropriate to the stage of construction to familiarize himself generally with the progress and quality of the construction works and to determine in general if the construction works are proceeding in accordance with the Construction Contracts. On the basis of his/her on-site observations as a Project Manager and Engineer, he/she shall keep UNHCR informed of the progress of the construction works and shall endeavor to guard UNHCR against defects and deficiencies in the work of the Contractor.
- IV. The Project Manager/Engineer shall not be responsible for and will not have control or charge of construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the construction works. The Project manager/Engineer shall not be responsible for or have control or charge over the acts or omissions of the Contractor (including the Contractor's failure to carry out the Works in accordance with the Contract) and of Sub-contractors or any of their agents or employees, or any other persons performing services for the construction works, except if such acts or omissions are caused by the Project Manager/Engineer's failure to perform his functions in accordance with this Agreement.
- V. The Project Manager/Engineer shall at all times have access to the construction site and works wherever and whether in preparation or progress. The Contractor shall provide facilities for such access so that the Project Manager/Engineer may perform his/her functions under this Agreement and the Construction Contract.
- VI. Based on the Project Manager/Engineer's observations and an evaluation of the documentation submitted by the Contractor together with the invoices, the Project Manager/Engineer shall determine the amounts owed to the Contractor and shall issue certificates as to the appropriateness of the amounts contained in the Contractor's statements.
- VII. The Project Manager/Engineer shall review and approve or take other appropriate action upon the Contractor's submittals such as drawings, product data and samples, but only for conformity with the design concept of the construction works and with the provisions of the Construction Contract documents. Such action shall be taken with reasonable promptness so as to cause no delay. The Project Manager/Engineer's approval of a specific item shall not indicate approval of an assembly of which the item is a component.
- VIII. The Project Manager/Engineer shall interpret the requirements of the Construction Contract documents and judge the performance thereunder by the Contractor. All



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interpretations and orders of the Project Manager/Engineer shall be consistent with the intent of and reasonably inferable from the Construction Contract documents and shall be in writing or in the form of drawings. The Contractor and/or UNHCR may make a written request to the Project Manager/Engineer for such interpretation. The Project Manager/Engineer shall render the interpretation necessary for the proper execution of the construction works with reasonable promptness and in accordance with any time limit agreed upon. Any claim or dispute arising from the interpretation of the Construction Contract documents by the Project Manager/Engineer or relating to the execution or progress of the construction works shall be settled as provided in this Agreement.

- IX. Except as otherwise provided in the Construction Contract, the Project Manager/Engineer shall have no authority to relieve the Contractor of any of his/her obligations under the Construction Contract nor to order any work involving delay in completion of the construction works or any extra payment to the Contractor by UNHCR, or to make any variations to the construction specifications, drawings or works.
- X. The Project manager/Engineer shall prepare change orders and shall have authority to order minor changes in the construction works in accordance with and subject to the terms of Clause 48 of the General Conditions for Civil Works of the Construction Contract.
- XI. The Project Manager/Engineer shall have authority to reject work which does not conform to the Construction Contract documents. Whenever, in his/her opinion, he/she considers it necessary or advisable for the implementation of the intent of the Construction Contract documents, he/she will have authority to require special inspection or testing of the work whether or not such work be then fabricated, installed or completed. However, neither the Project Manager/Engineer's authority to act nor any reasonable decision made by him/her in good faith either to exercise or not to exercise such authority shall give rise to any duty or responsibility of the Project Manager/Engineer to the Contractor, any subcontractor, any of their agents or employees, or any other person performing services for the construction works.
- XII. The Project Manager/Engineer shall conduct inspections to determine the dates of Substantial Completion and Final Completion, shall receive and forward to UNHCR for UNHCR's review written warranties and related documents required by the Construction Contract and assembled by the Contractor, and shall issue a Certificate of Final Completion upon compliance with the requirements of Clause 47 of the General Conditions for Civil Works of the Construction Contract and in accordance with the Construction Contract.

ESSENTIAL MINIMUM QUALIFICATIONS & PROFESSIONAL EXPERIENCE REQUIRED

- Civil engineer degree
- Experience in construction designing, monitoring and evaluation.
- Language skills: Written and spoken proficiency in English and local language.
- Familiarity with use and operation of office equipment.
- Good oral and written communication skills for understanding needs and explaining services.
- Ability to work in a challenging environment.



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DESIRABLE QUALIFICATIONS & COMPETENCIES

- Working experience in a refugee settlement.
- Knowledge of MS Office (Word, Excel, PowerPoint), Internet Explorer.

SUBMISSION OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your **Personal History Form (P11)** (which can be downloaded from www.unhcr.org/recruit/p11new.doc) and **Motivation Letter** by e-mail with the vacancy title **Construction Project Manager 2016/HRC-003** in the subject line to: greatvac@unhcr.org no later than 10th November 2016. Only applications submitted by e-mail with a **signed P.11 form** will be considered. **Emails without vacancy title Construction Project Manager 2016/HRC-003 in the subject line will not be considered.**

Shortlisted candidates might be required to sit for a written test and will have to undergo an oral interview. Only shortlisted candidates will be notified. No late applications will be accepted.

UNHCR is an equal opportunity employer and does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).

Deadline for submission of application: 10th November 2016.