

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN  
UNAMA

Tel: +1-212-963-2668

Fax: +1-212-963-2669

**VACANCY ANNOUNCEMENT # 163/05/2009**

Post Title:	<b>Construction Foreman</b>
Number of Post(s):	One
Type of Contract:	Appointment for Limited Duration (ALD)
Duration:	First three months (probationary period – renewable)
Category:	General Services (Local)
Grade:	GSL-4
Duty Station:	<b>Kabul</b>
Unit/Section:	Engineering Section
Issuing Date:	20 May 2009
Closing Date:	03 June 2009

The incumbent will be responsible for supervising construction and maintenance projects including routine and preventive works either in the Kabul sector or other sector(s) of UNAMA, as assigned.

The incumbent will report to engineering officers, on work assignments which typically shall be as listed below:

**Duties:-**

- Supervises self-help or contracted work, which would involve providing technical direction to teams of skilled and semi-skilled artisans, tradesmen and labor in efficient and cost effective manner;
- Prepares and provides cost estimates and schedules for material, manpower requirements and for equipment/tool and other construction project resources;
- Supervises construction personnel at project sites and ensures adherence to standards and specifications;
- Supervises contractors working on maintenance and construction schemes in order to maintain/upgrade works or services and the completion of works within the stipulated contractual or estimated amounts, simultaneously assuring the quality of the construction work;
- Performs other technical and/or administrative tasks as may be assigned by the first or then second reporting officer.
- Performs any other duties, as required.

**Competencies:**

**Planning and Organizing** – Demonstrated ability to establish priorities and to plan, coordinate and monitor own work plan; **Accountability** – Operate in compliance with organizations rules and regulations; **Communication** – Ability to write in a clear and concise manner and to communicate effectively orally; **Teamwork** – Good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect

for diversity; **Client Orientation** – Ability to identify client's needs and propose appropriate resolution in line with UN policies.

**Academic Qualifications:**

1. a: High school with a diploma in construction technology or draftsmanship or quantity surveying or vocational training in Engineering Trades.  
  
b: Capable of operating the common office computer software such as MS Word, Excel and PowerPoint.  
  
c: Capable of communicating in the English Language (working language of the mission) both written and oral including the ability to read and understand technical drawings.

**Work Experience:**

2. A minimum of four (4) years experience in construction supervision, draftsmanship or quantity surveying-

**Applicants meeting the above qualifications are requested to submit the following only:**

- A one-page Covering Letter expressing your interest/ suitability for this Post
- Curriculum Vitae (CV) & the P-11
- Copy of High School diploma

Note: We request that you kindly review the VA carefully to check that you are meeting the minimum requirement for the post, and then apply and You are requested not to attach any other extra documents like experience certificates etc. Only those applications will be reviewed that clearly indicate the vacancy number and the Job Title in the email subject line; if the application is being sent via email or on the envelope; if it is being sent in hard copies.

**If you are sending your applications in Hard Copies, Please address them to:**

**Personnel Section, National Staff Unit, United Nations Operations Center in Afghanistan (UNOCA), Jalalabad Road, Kabul, Afghanistan,**

**If you are sending your applications in Soft Copies, please Email your application to:**

**[unamava\\_support@un.org](mailto:unamava_support@un.org)**