



An EU funded project managed by the European Commission Liaison Office

**INTERNATIONAL ORGANIZATION FOR MIGRATION
EU-Beautiful Kosovo Programme (EU-BK)**

VACANCY ANNOUNCEMENT

OPEN TO INTERNAL and EXTERNAL CANDIDATES

Vacancy Notice No: 2012/BK/03

Position Title: Project Civil Engineer (1)

Duty Station: Pristina

Duration: 6 months with possibility of extension
(including 3 months probationary period)

Working under the direct supervision of the Programme Manager (PM) and the Team Leader (TL) and the overall guidance of the Chief of Mission, the incumbent will be responsible for assisting in the implementation of the EU-Beautiful Kosovo Programme (EU-BK).

Specific duties and responsibilities will include:

- Working in close coordination with the PM and TL in actively monitoring program implementation in Pristina and in the selected municipalities to ensure compliance with project agreements, including Grant agreement with the Donor, as well as suggesting remedial actions as deemed necessary to the individual project or to the program as a whole to help ensure the longer-term viability of each action;
- Provide specific relevant engineering support during the development and implementation of the municipality's projects. This will include:
 - Preparation of project/Structural designs, technical specifications and detailed bill of quantities including confidential cost estimation.
 - Preparation of relevant technical and tender documentation.
 - Tendering process and selection of contractors and preparation of works contracts with selected contractors and dynamic plans.
 - Monitoring and strict supervision of contractors' work in the field during project implementation, including revision and endorsement of building and construction diary
 - Supervise and offer technical advices to contractors and/or municipal engineers during projects implementation.
 - Assist the PM and TL with Logistic / Operation Assistants to ensure that established procedures and IOM and Donor's rules and regulations on procurement are properly followed.



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- Develop and maintain correct, open and professional communications with program beneficiaries, contractors, suppliers, other organizations active in the field as well as local and national authorities;
- Keeping close track of expenditures of all projects, in coordination with the PM, TL and the finance and administration personnel;
- Creating and maintaining a central filing system in computer and hard copy that comprises program implementation/disbursement records, written communication as well as other relevant EU-BK Programme documentation, ensuring the integrity of documentation;
- Work closely with the PM and TL on progress report preparation, including collecting data for reporting purposes.
- Any other tasks that might be assigned by supervisors and CoM.

Desirable Qualifications and Experience:

University degree in Civil Engineer is essential; master in civil engineer is an advantage. At least five years working experience as qualified civil engineer. Proven experience in structural design, small and big infrastructure projects and road/walking path's design, project management, supervision of construction works, drafting technical documentations and project implementation. Proven knowledge of EU standards in construction.

Engineering and environmental impact assessment qualification preferred. Driving experience required and ability to travel unaccompanied within both majority and minority areas of Kosovo essential. Good organizational skills and follow-through. Good computer and communication skills. Proficiency in English, Albanian and Serbian languages is required. Strong personal commitment, efficiency, flexibility, and ability to work effectively and harmoniously within a team and with colleagues from different cultures and professional backgrounds.

Please send CV in EU format and cover letter in English and submit the requested documents to:
iomprnrecruitment@iom.int

The closing date for applications is February 10, 2012. The IOM is an equal opportunity employer and strongly encourages application from qualified female candidates, and members of minority communities graduated as civil engineer.

Only short listed candidates will be contacted.



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