

**SECONDED POSITION**

<b>Position Name:</b> Engineer	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> CRT01	<b>Location:</b> Ramallah	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Mission Support/Logistics	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

**1. Reporting Line:**

Under the supervision of the Head of Mission Support and in close cooperation with the Project Manager of the “HQ Move Project” the Engineer ensures that all Engineering activities related to move of the Mission HQ to the new premises, are consistently planned and executed according to the move plan.

**2. Main Tasks and Responsibilities:**

- To assist, analyse and advise on the planning, design, construction and maintenance of major systems physical security measures and facilities such as buildings, waste disposal systems, flood control systems, water treatment facilities, and related structures and other engineering activities in the field needed for the logistics support of the mission adhering to European best practices and standards;
- To liaise with Mission Security Office on technical specifications of security related projects;
- To ensure that the activities related to the Mission Headquarters' physical security upgrade are consistently planned and executed according to the security directions;
- To supervise and oversee any major construction/maintenance works being carried out within the mission from the point of view of standards of workmanship/materials used and safety procedures employed;
- To recommend solutions to unusual engineering problems that may arise during the project implementation phase;
- To ensure that the activities for which he/she is responsible are consistently planned and executed and regularly reported on;
- To undertake any other related task as requested by the Line Manager(s).

**3. Mission Specific Tasks and Responsibilities:**

- To evaluate, review and revise project documents, and analyse design specifications included in project proposals for accuracy, soundness, feasibility and cost;
- To ensure the coordination of the planning activities during the design phase;
- To provide approval of technical and structural specifications related to any new constructions;
- To recommend proper design and implementation of physical security measures;
- To supervise the project work as a client and to conduct oversight of the contractor's operations regarding the construction / installation of new office facilities including physical security measures to ensure compliance with relevant EU standards aimed at providing the appropriate protection of Mission personnel, assets, resources and information.;
- To recommend proper design and implementation of physical security measures; to include CCTV, intrusion, access control, physical barriers, HVAC systems, fire and emergency. (Additionally, the contractor shall provide information and advice in relation to Health and Safety standards in line with the Occupational Health and Safety (OHS) standards);

- To prepare the technical specifications and the BoQs for the purchase of the equipment which is not included in the initial upgrade (if needed for procurement during the project implementation phase);
- To recommend proper design and implementation of all IT and Comms installations in order to ensure compliance with relevant EU standards, Information assurance (IA), Disaster Risk Reduction, Business continuity and certification of the data network up to level EU Confidential or at least EU Restricted;
- To recommend proper design and implementation of logistics measures (e.g. type of partitions to be used, design of store rooms and doors, etc.);
- To recommend proper office design (e.g. type and measurements of furniture to be used);
- To recommend proper design and implementation of Mechanical/Electromechanical and Sanitary infrastructure;
- To recommend solutions to unusual engineering problems that may arise during the project implementation phase;
- To contribute to project implementation reporting, especially with respect to design, technical, contractual and financial aspects;
- To ensure compliance with project timetable and project reporting;
- To advise the Head of Mission Support on the acceptance of works upon completion;
- To develop guidelines for the overall planning and maintenance of facilities and physical security measures after implementation, in accordance with CFSP Facility Management Guidelines.

#### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of Engineering; AND
- A minimum of 5 years of relevant professional experience, particularly in premises design/maintenance, after having fulfilled the education requirements.

#### **5. Essential Knowledge, Skills and Abilities:**

- Effectiveness in developing logistic plans, policies, procedures and new programs;
- Ability to provide technical and procedural advice in a broad range of engineering areas;
- Ability to develop, maintain and supervise accountability systems for materials and services;
- Ability to deploy to remote locations on short notice for limited duration;
- Ability to manage and mentor a multicultural and multifunctional technical team demonstrating leadership;

#### **6. Desirable Qualifications and Experience:**

- Experience in managing physical security projects;
- International experience, particularly in crisis areas with multinational and international organisations.

#### **7. Desirable Knowledge, Skills and Abilities:**

- Knowledge of AutoCAD software;
- Ability to design and operate common database software, spreadsheet and project management applications;
- Ability to define and extract management information for engineering support.