

TERMS OF REFERENCE

for KOICA Multilateral Cooperation Officer (KMCO)

I. General Information

Requested Position: Infrastructure Specialist
(Equivalent) Grade: P2
Sector of Assignment: Infrastructure
Country: Paraguay
Duty Station(city): Asunción
Agency: UNOPS
Duration of Assignment: 12 months

II. Supervision

Name of Supervisor : Julio Portieles
Supervisor Position: PYPC Manager
Content and Methodology of Supervision :

Once a week, the Technical Unit will meet with the PYPC Manager and the KMCO to conduct the follow up of the action plan. In these meetings, tasks will be assigned and evaluated.

Monthly, the KMCO will present a report of activities and results by email, to the PM and the Director.

A Final Report of activities will be sent to the PM and the Director during the last week of work in the country.

III. Duties, Responsibilities and Output Expectations

1. General construction

- Assist Project Managers to monitor UNOPS implementation plan including Quality, Health & Safety and Environment.
- Where required assist the Contractor to manage, plan and coordinate monthly, weekly and daily construction activities including monitoring site safety and construction quality.
- Participate in construction approval and inspection activities.
- Liaise closely with engineering staff, ensuring engineering accuracy of construction activities.
- Identify and solve construction issues in a timely fashion, keeping project manager and engineering staff informed.
- Liaise with, and provide support to, other offices within the country as required.
- Promote a collaborative, client focused, quality and results-oriented approach in the Project Team.

2. Reporting

- Ensure accurate and timely reporting of progress and conditions on site through daily site record.
- Prepare and submit to the Project Engineer/Senior Project Engineer a monthly(or as requested) report within 5 days of month-end, summarizing progress of contractor activities, quality control issues, resourcing and scheduling issues, and any other pertinent facts as required.
- Produce any appropriate documentation identified by the Project Manager in a professional and accurate manner.

3. Knowledge sharing

- Contribute to the project evaluation process; highlight challenges associated with the project and feedback into a continuous improvement cycle.
- Provide training and knowledge transfer to national/contractor personnel including advice on good construction practices, environmental management practices, and appropriate health and safety standards during construction.
- Contribute to the dissemination and sharing of best practices and lessons learned for development planning and knowledge building.

IV. Qualifications and Experience

Required Education and Work Experience

A. Education

- A Bachelor's Degree in Civil Engineering or similar field.
- A Master's Degree in infrastructure is desired.

B. Work Experience

- Minimum 4 years' experience in construction, or a minimum of 2 years' experience with a Master's Degree.
- Experience of project management in close collaboration with Government authorities and community organizations is an asset.
- Experience in health or road infrastructure is an asset.

Key Competencies of the Assignment

Technical Knowledge:

- Ability to produce drawings and design documentation using AutoCAD or similar software.
- Proficient in the use of computers and office software packages (MS Word, Excel and PowerPoint) and experience in handling web-based management systems.

Languages:

- Excellent knowledge of oral Spanish is required. Knowledge of English is an asset.

Functional competencies:

- Demonstrates strong technical knowledge and commitment to continuous learning.
- Demonstrates results orientation and focus on solutions.
- Ability to develop and maintain effective work relationships with clients, donors and other stakeholders.
- Ability to plan work in a collaborative manner and to manage priorities
- Works collaboratively with colleagues to achieve the goals of the project and in accordance with UNOPS shared goals
- Consistently approaches work with energy and a positive, constructive attitude.
- Remains calm, in control and good humored even under pressure.
- Ability to conduct design review and design description applied to civil infrastructure.

V. Background Information

The KMCO will support the infrastructure projects implemented by UNOPS Paraguay Office:

1. Improvement of Infrastructure of Two Agricultural Schools.
2. Strengthening of the Ministry of Labor, employment and social security
3. Penitentiary infrastructure
4. Other initiative related with KOICA Office in Paraguay.

Besides, it is expected the KMCO collaboration in areas such as, health infrastructure and road infrastructure.

VI. Information about Living Conditions at the Duty Station

Location of the work place

UNOPS Paraguay Office is located in a central area –Barrio Villamorra- where many rental options are available. The Office may be reached by foot, car, bicycle and bus, depending on the rental option chosen by the KMCO.

Housing

The most convenient type of housing in Villamorra is one/two bedroom apartments. The range of prices varies from 500 to 1200 USD depending of the location, dimensions and furniture quality.

Security and Safety

UNOPS applies UN policies related to security and the Minimum Operating Security Standards (MOSS). According to UN Standards, Paraguay security level is in Level 2 (Low), and in the northern region (San Pedro and Concepción Departments) in Level 3 (Moderate). Villamorra is a very safe neighborhood. In case of emergency, Police can be reached at *911.

Required visa type and Issuance Process

In close collaboration with KOICA, UNOPS will provide assistance in the issuance of Visa process, if needed.

VII. Agency Information

Name of Country Director: Julio Portieles

Number of Staff: total (14), International (1)

Number of Korean staff (if any): JPO (), UNV (), Others ()

Address: Dr. Hassler 5555 esq. Ceferino Vega, Barrio Villamorra, Asunción

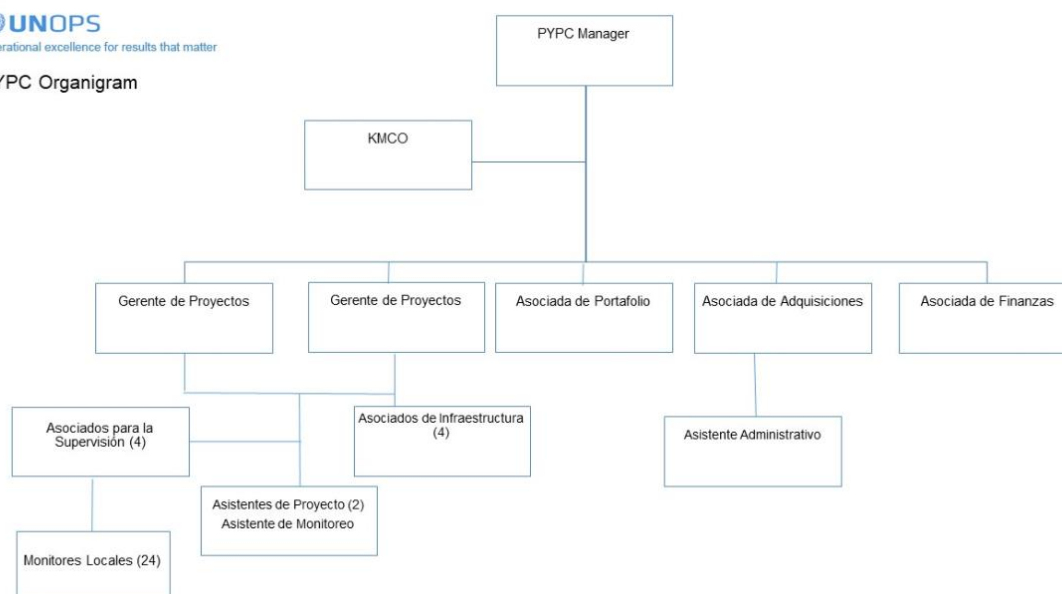
Telephone/Email/Website: +595 21 328 1210; Paraguay@unops.org;
www.unops.org;

Organization Chart



Operational excellence for results that matter

PYPC Organigram



Pictures of the Office Building (Exterior & Interior)





Submitted by

Name: Julio Portieles

Position: PYPC Manager

Agency / Unit: UNOPS PYPC

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