



**MINURSO**  
**Internal/External Job Opening (Re-advertised)**  
**National Individual Contractor**

<b>JO No.</b>	<b>MINURSO-18-IC-001</b>	<b>Date of Issuance</b>	<b>02/05/2018</b>
<b>Individual Contractor Title:</b>	<b>CAD Technician</b>	<b>Deadline</b>	<b>09/05/2018</b>
<b>Section:</b>	<b>Engineering Section</b>		

**DUTIES AND RESPONSIBILITIES**

Under the supervision of the Deputy Chief Engineer, the Auto CAD Technician performs the following duties:

- Prepare dimensional drawings, installation drawings and other complex drawings similar but not limited to 3 dimensional drawings as requested by the Deputy Chief Engineer Section;
- Revise and update existing drawings reflecting design changes, in collaboration with the other engineering offices/units to ensure consistent documentation of the projects.
- Review blueprints, plans, specifications and other customer documentation if service is requested by the Deputy Engineering Section;
- Revise and update drawings from all drawings requested for manufacturing / assembly to ensure consistent documentation of projects.
- Works with Deputy Engineering Section on guidelines for installation drawings which to meet the customer's requirements (bid and submittal phase).
- Serve as an information source on planning and design of equipment buildings installations and construction;
- Maintain notes, design calculations and other documentation (like drawings, bill of materials, list of design parameters) for future reference.
- Maintain up-to-date knowledge of third party items and services data base;
- Review and modify information under the supervision by the Deputy Engineering;
- Make data available to Deputy Engineering or other parties identified by him;
- Establish filing guidelines for drawings to maintain up-to-date records of all projects;
- Take site measurements and develop as built drawings as requested by the Deputy Engineering Section;
- Performs other duties as required by the Deputy Engineering.

**QUALIFICATIONS AND EXPERIENCE**

**Education** High School diploma is required. Certification/diploma in electrical engineering or equivalent

**Work Experience** Minimum of Five (5) years of experience in electrical design and installation.

**Language** Fluency in written and spoken English is required. Working knowledge of French and Arabic is an advantage.

**COMPETENCIES**

**- Professionalism** - Theoretical and Practical experience in CAD works using internationally recognized software and quality standards with good understanding of all construction trades

and codes; practical knowledge of 3D drawings using CAD software; - Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

-Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

- **Client Orientation** -Providing support services and advice or guidance to internal or external clients; liaising with internal or external clients to identify their needs; building partnership internally and externally and would be able to implement projects on behalf of internal or external clients.

- **Teamwork**- Excellent inter-personal skills and ability to establish and maintain effective working relationship in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

#### APPLICANTS

- Interested applicants should complete the attached United Nations Personal History form (P.11) in English.
- Applications must be forwarded electronically at the email address: [minurso-vacancies@un.org](mailto:minurso-vacancies@un.org)
- Please note that hand carried applications, incomplete P.11s and Curriculum Vitae (CV) will not be accepted.
- Please indicate the Job Opening number you are applying for in the cover letter.
- Women applicants are encouraged to apply, and in the selection process, preference will be given to equally qualified women candidates.
- Applicants who are short-listed will receive an acknowledgement within one month from deadline for submission of applications.

The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.