

## **Quality Control Officer, Information Management Analyst, Project Analyst, Project Engineer – UNDP**

*A United Nations agency tasked with helping countries eliminate poverty and achieve sustainable economic growth and human development*

Location: Beirut, Lebanon

Contract Duration: 1 year

### **1. Quality Control Officer**

Deadline for application: April 01, 2024

Major: degree in Business Administration, or any related field

Experience: 2 – 4 years of experience

#### Major Responsibilities:

- Support development of monitoring and evaluation strategies and indicators; including specific donors' requirements
- Assist in coordinating across the LHSP components to ensure effective implementation of M&E
- Draft donors' reports (quarterly/annual or according to specific requests); LHSP annual report and contribution to any Country Office reports' requests, including lessons learned from LHSP implementation.
- Support in donor relations, visit planning, and reviewing/editing/clearing proposals and concept notes to be presented to donors
- Design and propose suitable data collection methods and implement the use of these as relevant, drawing upon data from various stakeholders and government partners
- Support trainings for LHSP staff on M&E and following up on the trainings
- Monitor the activities and progress towards achieving the expected LHSP results
- Follow up the implementation on the Information Management Tool of LHSP, in close coordination with the area level staff

#### Additional Requirements:

- Ability to plan, organize, prioritize and control resources, procedures and protocols to achieve specific goals
- Ability to use objective problem analysis and judgement to understand how interrelated elements coexist within an overall process or system, and to consider how altering one element can impact on other parts of the system
- Ability to take decisions in a timely and efficient manner in line with one's authority, area of expertise and resources
- Ability to identify and organize action around mitigating and proactively managing risks

- Ability to effectively plan, organize, and oversee the Organizations business processes in order to convert its assets into the best results in the most efficient manner. Knowledge of relevant concepts and mechanisms
- Ability to build and maintain an overall positive public image for the organization, its mandate and its brand, while ensuring that individual campaigns and other communications and advocacy initiatives are supported in reaching the public
- Ability to identify funding sources, match funding needs (program/projects/initiatives) with funding opportunities, and establish a plan to meet funding requirements
- Experience in the use of computers, office software packages (MS Word, Excel, etc.) and web-based management systems, and advanced knowledge of spreadsheet and database packages
- Fluency in written and spoken English and Arabic is required. Knowledge of French is desired.

## **2. Information Management Analyst**

Deadline for application: April 04, 2024

Major: degree in Computer Engineering, Computer Science, or any related field

Experience: 2 – 4 years of experience

Major Responsibilities:

- Draft the project information management strategy for respective projects as needed
- Identify and work with national and international partners of UNDP on obtaining needed data and information required to produce standardized information products
- Support the program and project teams in analysis of data and information and perform data quality control
- Support the projects and programs in the implementation of digitalization activities related to national projects by providing technical IM and mapping advice as needed
- Assist and advice the program on data management and identification of opportunities toward digitization across the projects while taking into account UNDP's corporate strategy.
- Collect programmatic and geospatial data for UNDP as needed to reach data analysis targets
- Undertake analysis of GIS and geographic data to determine locations, take decision on new areas of intervention and analyze the impact of the works implemented in terms of beneficiaries, resource management and programmatic targets
- Organize GIS-related data and establish data management stream across the projects in consultation with program and ICT unit of the country office and make linkages to the CO M&E functions and needs
- Develop templates and forms to be used by the site teams for data collection that would align with data management needs and GIS requirements to improve data collection and analysis

Additional Requirements:

- Ability to manage events, including venue identification, accommodation, logistics, catering, transportation, and cash disbursements

- Ability to create and manage processes to achieve UNDP's long and short-term financial goals, including through planning, budgeting, forecasting, analyzing and reporting
- Knowledge of contract management concepts, principles and methods, and ability to apply this to strategic and/or practical situations
- Ability to provide managers and key stakeholders with regular feedback on the consistency or discrepancy between planned and actual activities and program performance and results
- Ability to communicate in a clear, concise and unambiguous manner both through written and verbal communication; to tailor messages and choose communication methods depending on the audience
- Ability to manage communications internally and externally, through media, social media and other appropriate channels
- Experience working with national authorities and decision-makers
- Experience working with UN agencies
- Data collection, mapping and visualization, GIS, coding skills/experience
- Knowledge/experience of Arcmap, powerBi, Adobe illustrator
- Strong knowledge/experience of database management and office technology equipment

### **3. Project Analyst**

Deadline for application: April 03, 2024

Major: degree in Mechanical Engineering, Electrical Engineering, or any related field

Experience: 2 – 4 years of experience

Major Responsibilities:

- Assist the Project Manager/Advisor in the selection of beneficiaries through the review of the beneficiary application process, evaluation of the applications, and on-site validation of data and information
- Assist the Project Manager/Advisor in the preparation of technical specifications for international and local consultants and consultancies in line with project objectives.
- Prepare technical specifications for the projects in accordance with the latest applicable standards and the best engineering practice
- Prepare Tender documents for Renewable Energy and Energy Efficiency systems among other actions based on the design specifications
- Review EE/RE technical specifications and check compatibility of the proposed EE/RE measures with site characteristics
- Prepare, in collaboration with the various contractors, the time schedules for the execution works and the arrangements regarding the proper delivery of equipment to the installation sites; and ensure information is communicated to the site engineers
- Supervise the performance testing of installations and coordinate hand-over arrangements
- Supervise the monitoring and data collection from the various sites
- Research and maintain an updated database on relevant EE/RE products and prices
- Consolidate the various technical reports from the field and support in the preparation of progress reports accordingly

- Identify project risks and implementation problems and propose effective solutions and opportunities to the Project Manager
- Support the Project Manager to supervise the works of to ensure the proper supervision of works including: ensuring the provision of complete listings of installed equipment per site
- Act as focal point for the Project and maintain daily contact with the project team, the beneficiaries, contractors and other stakeholders

**Additional Requirements:**

- Previous experience in the design and implementation of Solar PV Projects with installed capacity equal or larger to 500 kWp
- Previous experience in conducting Energy Audits and implementing Energy Efficiency solutions
- Previous experience in Training and Capacity Building
- Proficiency with at least three of the following energy engineering design software: PVsyst, Helioscope, T\*SOL or HAP Carrier
- Proficiency in the use of Primavera or Microsoft Project
- Previous experience in drafting donors project documents, log frames and results matrix
- Previous experience in reporting for UN or international organizations
- Previous experience in working with the Lebanese Public Sector institutions
- Proficiency in standard Microsoft Office applications, Adobe Acrobat and Autocad is required
- Demonstrated ability to assume responsibility and to supervise the work of others

**4. Project Engineer**

**Deadline for application: April 17, 2024**

**Major: degree in Mechanical Engineering, Electrical Engineering, or any related field**

**Experience: 2 – 4 years of experience**

**Major Responsibilities:**

- Assist the Project Manager/Advisor and Project Coordinator in the selection of beneficiaries through the review of the beneficiary application process, evaluation of the applications, and on-site validation of data and information
- Assist the Project Manager/Advisor and Project Coordinator in the preparation of technical specifications for international and local consultants and consultancies in line with project objectives
- Review Renewable Energy and Energy Efficiency technical specifications
- Prepare shop drawings, work schedules and material specifications in conformity with the design specifications
- Participate in the evaluation of offers and checking of compatibility of the proposed Renewable Energy and Energy Efficiency measures with site characteristics and tender documents requirements

- Prepare, in collaboration with the various contractors, the time schedules for the execution works and the arrangements regarding the proper delivery of equipment to the installation sites; and ensure information is communicated on site
- Review and approve submitted shop drawings, work schedules and material specifications; and ensure conformity with the design specifications
- Inspect works for conformity to specifications and design instructions; and ensure work compliance with relevant engineering standards and codes
- Identify, evaluate and provide solutions to field problems, and coordinate the implementation of solutions by collaborating with contractors, site engineers, project management, and beneficiaries
- Control engineering works and in particular the quality of works, safety and environmental aspects and compliance with the Contract
- Supervise the performance testing of installations and coordinate hand-over arrangements
- Convey progress, comments, problems etc. to the Project Coordinator and Project Manager/Advisor regarding the works
- Supervise the monitoring and data collection from the various sites
- Research and maintain an updated database on relevant EE/RE products and prices
- Consolidate the various technical reports from the field and support in the preparation of progress reports accordingly
- Lead and supervise the work of Junior Site Engineers under his responsibility
- Research and maintain an updated database on relevant EE/RE products and prices
- Develop and prepare commissioning and progress reports as needed
- Support in liaising with project partners, counterparts, beneficiaries and potential beneficiaries for the proper implementation of the EE/RE projects
- Liaise with relevant public, private and non-governmental sector institutions for the coordination of specifications and technology transfer

#### Additional Requirements:

- Previous experience in working on Solar PV Projects with installed capacity equal or larger to 250 kWp
- Previous experience in conducting Energy Audits and implementing Energy Efficiency solutions
- Previous experience in Training and Capacity Building
- Proficiency with at least two of the following energy engineering design software: PVsyst, Helioscope, T\*SOL or HAP Carrier
- Previous experience in working with the Lebanese Public Sector institutions
- Previous experience with UN, UNV, or international organization(s)
- Fluency in written and spoken English and Arabic is required. French is a plus

#### How to Apply:

Kindly send your CV or contact the Career Services Center, E-mail: [career.services@balamand.edu.lb](mailto:career.services@balamand.edu.lb); Ext. 7801; 7802