

Vacancy Announcement: Individual Contractor

Title: Project Manager (PM)
Duty Station: Mexico City
Duration of Assignment: July – December 2017
Deadline: June 25, 2017.

Violence and persecution inflicted mostly by organized criminal actors such as gangs or maras in the Northern Triangle of Central America (NTCA) continue to cause the forceful displacement of thousands towards Mexico. Nationals from Honduras, El Salvador and, to a lesser extent, Guatemala, represent 91.6% of all asylum claims registered by the Mexican Refugee Commission (COMAR) in 2016 (8,781). Moreover, claims registered in 2016 (8,781) increased by 156.4% when compared to 2015 (3,424), the highest number since the adoption of Mexico's Law on Refugees in 2011.

For the above mentioned, UNHCR operation in Mexico has considerably increased its presence and field interventions in response to the growth of the asylum applications and refugees residing in the country to guarantee its protection and solutions response.

In line of the above the staff component of Branch Office in Mexico in Mexico City (BOMEX) has considerable increased. Current office premises was designed to host 18-20 persons in an area of 274m². To date, the same area hosts 40 persons, making it imperative to find alternative office premises for BOMEX.

Purpose and scope of assignment

The project manager role is needed not only for the planning phase of a real estate project, but will be required through the life of the project and until the office premises are in use. The Project Manager shall report to the Assist Admin/Progr Officer. Technical issues will be followed with Infrastructure and Management Unit. Throughout all the phases of the project, the PM responsibilities include:

- a. Establishing action plan/calendar for the project's phases.
- b. Providing expertise on safety and fire protection.
- c. Providing budget estimates of construction/refurbishment cost to upgrade proposed premises to the required quality and safety standard.
- d. Tracking the project budget and schedule and quality of execution, by regularly updating the PA and IMU on the project status.
- e. Implementation of quality control and cost control procedures.
- f. Technical and financial administration and management of all the contracts:
 - i. Required to provide a complete and usable facility
 - ii. During all the phases of the project (lease/purchase acquisition, design, construction, testing and commissioning)
 - iii. Within the original scope and funding, including contingency
- g. Set-up of project progress meetings and relevant attendance.

Monitoring and progress controls

- Selection of adequate office premises is done accordance with action plan following UNHCR policies and standards.
- Quality and cost controls implemented.
- Adequate technical administration and management of all the contracts required to provide a complete and usable facility.

Qualification and experience:

- The PM must be a professional engineer or a chartered architect, with active registration in Mexico.
- Minimum five-year specific experience on projects of a similar scope, size (value) and complexity (construction/refurbishment, remodeling, adaptation of office premises).
- Very good working knowledge of the English language.
- Familiarity with the local construction market standards, technologies, prices and regulations.
- Working knowledge of engineering and project management tools, including but not limited to AutoCAD, MS Project or other scheduling software, MS Office, Adobe Acrobat.

UNHCR is not in a position to provide any support related to work permits in Mexico. Applications from expatriate candidates are welcome, but the applicant must be in possession of a permanent residence card or a valid permit to work in Mexico.

How to apply: Send your application to mexmevac@unhcr.org with the subject: **YOUR FIRST NAME/PM/IndContr** together with signed UN Personal History form, P.11 (available at <http://www.unhcr.org/recruit/p11new.doc>), motivation letter one page and CV.

Deadline to receive applications: **JUNE 25, 2017**

Only candidates that have been considered as relevant for the selection process will be contacted.