

Internal / External Job Opening

Date: 15 September 2016

Job Opening No. : **JO/2016/034**
Section : **Transport, Movement and Aviation Section**
Functional Title : **Vehicle Mechanic**
Post level : **GS-4 (One Post)**
Duty Station : **Naqoura**
Deadline for receiving applications : **14 October 2016**

Duties and Responsibilities:

Within the delegated authority, the Vehicle Mechanic will be responsible for the following duties:

- Carry out preventive maintenance on all makes and models of light UN-Owned vehicles in accordance with the guidelines from the manufacturers and the established practices in Transport Section's workshops.
- Conduct mechanical check and inspection on pool vehicles including road testing, reporting of discrepancies and submitting vehicle to workshop for further action as necessary.
- Use related diagnostic equipment.
- Assess vehicles' roads worthiness and safety conditions.
- Issue pool vehicles for duty and liberty purposes and update daily reports.
- Observe the safety procedures that applies for all staff in the workshop.
- Assist in carrying out driving tests and issue driver's permits.
- Assist in carrying out Pre-Summer and Pre-Winter Inspections of vehicles and trailers.
- Occasionally participate in Contingency Owned Equipment Inspections (COE).
- Carry out road side assistance and vehicle recoveries after accidents or vehicle break downs.
- Perform any other task as required by workshop supervisors.

Qualifications and Requirements:

- High / Technical School Diploma is required
- Minimum of three (03) years of experience in vehicle maintenance and repairs are required.
- Good oral and written English and Arabic are required.
- Basic computer knowledge is required.
- Candidates must have passed the United Nations Administrative Support Assessment Test (ASAT) or an equivalent / appropriate locally-administered test at Offices Away from Headquarters.

- Valid national driving license is required. Heavy vehicle license is desirable.

Core Competencies:

Professionalism: Knowledge of general office and administrative support including administrative policies, processes and procedures. 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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

Client Orientation: Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others’ ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Instructions for Submission of Applications and Relevant Documents (choose only one):

Submit a **fully completed** and signed application form (P.11) in English.

Although in the P.11 form, it is indicated that you should not send or attach any documentary evidence at this stage, please do attach copies of High School degree and work certificates.

The P.11 and supporting documents should be sent to the Chief of Human Resources Management Section, UNIFIL, Naqoura:

- 1.) Via e-mail to unifil-recruitment@un.org or;
- 2.) Apply online through our WEBSITE: unifil.unmissions.org

Internal candidates should submit copies of their latest two e-performance documents.

Important notes:

- 1.) **Applications that do not include copies of high school certificate / work certificates will be considered incomplete and will not be taken into consideration.**
- 2.) Please ensure that the Job Opening Number is clearly indicated in your application;
- 3.) Due to the large volume of applications, we regret not being able to reply to everyone and will only contact the most suitable candidates for the test and/or an interview;
- 4.) Preference will be given to equally-qualified female candidates.

