

Posting Title : TRANSPORT OFFICER (Chief of Section), FS7
Job Code Title : TRANSPORT OFFICER
Department/ Office : United Nations Interim Force in Lebanon
Location : NAQOURA
Posting Period : 24 June 2024-23 July 2024
Job Opening number : 24-Transportation-UNIFIL-237477-R-NAQOURA (M)
Staffing Exercise : N/A

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org. Setting and Reporting

This position is located in the Service Delivery Management Pillar of the United Nations Interim Force in Lebanon (UNIFIL), Naqoura. The Chief Transport Officer reports directly to the Chief Service Delivery Management. The Chief Transport Officer manages overall transport operations by planning, coordinating, and delivering relevant services, including management of staff and budgetary resources.

Responsibilities

Within delegated authority, the Chief Transport Officer manages the provision of the surface motor transport support in UNIFIL, which includes the United Nations-Owned Equipment and commercial transportation services. Within delegated authority, the Chief Transport Officer manages the provision of the surface motor transport support in UNIFIL, which includes the United Nations Owned Equipment and commercial transportation services. Participates in the development and implementation of the Vehicle Establishment Program in accordance with the decisions of the Mission Vehicle Establishment Committee (VEC) and the current Department of Operational Support (DOS) policies and directives on the acquisition, receipt, distribution, maintenance, utilization, and disposal of the surface transport fleet. Participates in the development and implementation of UNIFIL Vehicle Acquisition / Replacement / Maintenance Plans and Active Road Accident Prevention and Road Safety Programs in order to ensure that UNIFIL fleet is optimized to meet operational requirements. Oversees the implementation of the Driving Test Program in UNIFIL and monitors that staff is issued with UN driving permits in order to ensure that all vehicle users have minimum driving skills and understand host country road rules and regulations. Ensures inventory control and supervises physical annual checks of vehicles and equipment. Develops and implements standard operating procedures for surface transport operations in UNIFIL.

Participates in the development of the Transport Section's annual budget proposals, Training Plan with training courses, workshops and other related training activities. Coordinates acquisition process with the relevant Sections under the Supply Chain Management pillar and supervises preparation of performance reports and responses to internal and external audit observations. Determines technical specifications for goods and services under the category management of Transport, reviews responses to bids, and conducts technical evaluations to ensure that vendor proposals meet technical requirements. Oversees contracts for the provision of Transport-Related goods and services and evaluates vendors' performance in coordination with the Contracts Performance Evaluation Unit (CPEU) of the Acquisition Management Section. Ensures that quality control/quality assurance procedures are implemented and that plans and work processes comply with the established regulatory regime and supervises diagnostic and fault finding, road testing and vehicle recovery. Ensures that the UN vehicles are used in accordance with the UN regulations and rules and that vehicle usage data are correctly recorded. Ensures the accuracy and validity of data recorded in the management information systems. Participates in various UNIFIL administrative bodies such as the Local Committee on Contracts (LCC), VEC, Tender Opening Committee, Local Property Survey Board (LPSB), Road Safety Committee, and Boards of Inquiry (BOI), as nominated. Establishes and coordinates the individual annual work plans and staffing tables, sets work standards, supervises the Section's personnel, and evaluates their performance. Ensures the Section's compliance with the UN policies on workplace safety and environmental protection. Liaises with UN agencies, non-governmental organizations, intergovernmental agencies, and suppliers to provide surface transport support. Provides technical expertise on Contingent Own Equipment (COE) and safety inspections. Ensures that transportation equipment is returned in good working order on check-out by the outgoing personnel. Ensures sufficient stock of light and heavy vehicle spare parts, monitors warehouse records and prepares financial and budget summaries, in accordance with established procedures and deadlines, and pursues the reduction of obsolete/unnecessary items. Analyzes transportation requests and supervises route planning and reconnaissance. Monitors monthly mileage and fuel consumption reports for UN-owned vehicles and supervises maintenance and repair of UN-owned vehicles in accordance with the vehicle manufacturer's standards for the automotive electrical systems, including Electronic Vehicle Monitoring System (EVMS), air conditioning system, suspension system, braking system (including ABS system), and bodywork and painting. Carries out Certifying Officer responsibilities, as required.

Competencies

Professionalism: Knowledge of institutional mandates, policies, and guidelines pertaining to transport operations and related matters. Demonstrates ability to complete in-depth analysis and formulate conclusions/recommendations, manage diverse transport operations, and provide leadership. 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.

Planning and organizing: Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments; adjusts priorities as required. Allocates

appropriate amount of time and resources for completing work. Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary. Uses time efficiently. Accountability: Takes ownership of all responsibilities and honors commitments. Delivers outputs for which one has responsibility within prescribed time, cost and quality standards. Operates in compliance with organizational regulations and rules. Supports subordinates, provides oversight and takes responsibility for delegated assignments. Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable. Judgement/decision making: Identifies the key issues in a complex situation, and comes to the heart of the problem quickly. Gathers relevant information before making a decision. Considers positive and negative impacts of decisions prior to making them. Takes decisions with an eye to the impact on others and on the Organization. Proposes a course of action or makes a recommendation based on all available information. Checks assumptions against facts. Determines that the actions proposed will satisfy the expressed and underlying needs for the decision. Makes tough decisions when necessary.

Education

High school diploma or equivalent is required.

Job Specific Qualifications

A valid driver's license is required. Technical or vocational certificate in mechanical engineering, transportation, logistics or other related fields is desirable. Successful completion of the United Nations 'Senior Transport Staff (STS)' training and the United Nations is desirable. Senior Mission and Administrative Resource Training (SMART) is desirable.

Work Experience

A minimum of 12 years of progressively responsible experience in motor vehicle transport operations management or a related area is required. The minimum years of relevant experience are reduced to 7 years for candidates who possess a first-level university degree. Experience in international operations in a post-conflict environment is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For this position, fluency in oral and written English is required. Knowledge of Arabic is desirable.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

Special Notice

Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures. The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position. At the United Nations, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment. Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment. Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process. By accepting a letter of appointment, staff members are subject to the authority of the Secretary-General, who may assign them to any of the activities or offices of the United Nations in accordance with staff regulation 1.2 (c). Further, staff members in the Professional and higher category up to and including the D-2 level and the Field Service category are normally required to move periodically to discharge functions in different duty stations under conditions established in ST/AI/2023/3 on Mobility, as may be amended or revised. This condition of service applies to all position specific job openings and does not

apply to temporary positions. Applicants are urged to carefully follow all instructions available in the online recruitment platform, inspira, and to refer to the Applicant Guide by clicking on "Manuals" in the "Help" tile of the inspira account-holder homepage. The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application. Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.