

Posting Title : TRANSPORT ASSISTANT, FS4
Job Code Title : TRANSPORT ASSISTANT
Department/ Office : United Nations Interim Force in Lebanon
Location : NAQOURA
Posting Period : 29 August 2023-27 September 2023
Job Opening number : 23-Transportation-UNIFIL-216980-F-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 Dispatch Unit of Transport Section of the United Nations Interim Force in Lebanon (UNIFIL) in Naqoura. The Transport Assistant will report to the Chief Transport Officer.

Responsibilities

Within delegated authority, the Transport Assistant will carry out the following duties:

- Coordinates the provision of ad-hoc transportation services to meet all requirements including staff and equipment movement for operational duty purposes. Analyzes transportation requests and carries out route planning and reconnaissance.
- Responsible for evaluation and conducting of Driving Test for military, international and national civilian staff requesting for UNIFIL Driver's Permit as processing and issuance of said permit as authorized by the CTO.
- Brief new personnel of the mission Transport rules and regulations and their responsibilities regarding UNIFIL vehicle use.
- Conduct Road Safety Instructions to ensure all vehicles are operated in accordance with UN rules and regulations.
- Maintain records on all UNIFIL Driver Permits issued and update database when necessary.
- Provide assistance during check-out of military and civilian personnel.
- Issue and check vehicles prior to release and upon return from users. Monitors the mechanical condition and ensures daily maintenance is performed on all dispatch vehicles.
- Liaises and coordinates with the workshop vehicle technicians on the periodic maintenance and repair of Dispatch vehicles to ensure the reliability of the transportation service.
- Organize, manage, and supervise ground mobility support to VIP/Senior Staff/Delegations visiting the mission.
- Supervise and manage dispatch

vehicle pool ensuring proper use. • Identify needs of the unit for distribution and replacement of vehicles • Maintains files and documentation related to assigned duties and prepares reports for supervisors. • Performs other related duties as required.

Competencies

Professionalism: Knowledge of UN financial rules and regulations. Demonstrated use of initiative and ability to make appropriate linkages in work requirements, assess impact on transport operations and anticipate next steps; 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 & 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. **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.

Education

High school diploma or equivalent is required.

Job Specific Qualifications

A valid National Driving license (B) category is required. Technical or vocational certificate in supply chain, logistics, transport operations, or other related fields is desirable. Please attach copy of your certificate in the attachment section.

Work Experience

A minimum of six (6) years of progressively responsible experience in Logistics, Transport Operations or related area is required. 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 the position advertised, fluency in English (both oral and written) is required.

Assessment

Previously rostered candidates are not subject to any further assessment and as such, will not be invited for such an assessment.

Special Notice

This "Recruit from Roster" job opening is only open to roster applicants who are already placed on pre-approved rosters, following a review by a United Nations Central Review Body. Only roster applicants who were placed on rosters with similar functions at the same level are considered to be eligible candidates. Eligible applicants receive an email inviting them to apply. Rostered applicants are encouraged to apply only if they are interested and available to take up the position at the duty station/s specified in the Job Opening. Applying to this job opening carries an expectation to accept the offer, if selected. Qualified women that meet the requirements of this job opening are particularly encouraged to apply and will be given full consideration in accordance with the United Nations efforts to increase women participation in its workforce. The United Nations Secretariat is committed to achieving 50/50 gender balance and geographical diversity in its staff. Female candidates are strongly encouraged to apply for this position.

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. The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General. Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side 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.

