

Posting Title : TRANSPORT OFFICER, FS6  
Job Code Title : TRANSPORT OFFICER  
Department/ Office : United Nations Interim Force in Lebanon  
Location : NAQOURA  
Posting Period : 1 February 2024-15 February 2024  
Job Opening number : 24-TRA-UNIFIL-226829-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 Transport Section, in the United Nations Interim Force in Lebanon (UNIFIL), Naqoura. The incumbent will report directly to the Chief of the Section.

### **Responsibilities**

- Management of surface transport services in a field mission which includes the United Nations Owned Equipment, Member State Contributed Equipment and commercial transportation services.
- Development of the field mission Surface Transport Standard Operating procedures.
- Development of budget proposals for surface transport services within a field mission.
- Supervision of the training activities to enhance the capacity of international and national staff members.

Fleet Management/Sector Motor Transport duties:

- Manages the provision of the surface motor transport support within a specific geographic area in a field mission which includes the United Nations Owned Equipment, Member State Contributed 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 and the current Department of Peacekeeping Operations/Department of Field Support policies and directives on the acquisition, receipt, distribution, maintenance, utilization and disposal of the surface

transport fleet.

- Participates in the development and implementation of the Mission Vehicle Acquisition Plan, the Mission Vehicle Maintenance Plan and the Mission Vehicle Recovery Plan in order to ensure that a field mission fleet is optimized to meet operational requirements.
- Participates in the development and implementation of the Active Road Accident Prevention and Road Safety Programs for a field mission.
- Oversees the implementation of the Driving Test Program within a specific geographic area in a field mission and monitors that sector field mission 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.
- Develops and implements a cost-effective plan for the surface transport resupply within a specific geographic area in a field mission, determining the appropriate means of transport including outsourcing activities.
- Ensures the inventory control and supervises the physical annual checks of vehicles and equipment.
- Develops and implements standard operating procedures for surface transport operations within a specific geographic area in a field mission.
- Supervises the preparation of performance reports and responses to internal and external audit observations.
- Determines technical specifications for goods and services, reviews responses to bids and conducts technical evaluations to ensure that vendor's proposals meet technical requirements.
- Coordinates requisition process with purchasing authorities.
- Oversees contracts for the provision of goods and services and evaluates vendor's performance in coordination with the Contracts Management Unit and/or the Procurement Section.
- Ensures that quality control/quality assurance procedures are implemented and that plans and work processes comply with the established regulatory regime.
- 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 field mission administrative bodies such as the Local Committee on Contracts, the Vehicle Establishment Committee, the Tenders Committee, the Local Property Survey Board, the Advisory Committee on Traffic Safety and the Boards of Inquiry, as appropriate.
- Participates, in collaboration with insurance specialists, in resolving problems related to insurance policies for surface transport.
- Participates in the development of the Transport Unit's/Section's Staffing Table.
- Manages the allocation and rotation of appropriate work assignments.
- Coordinates the individual annual Work Plans for subordinate staff members and produces

detailed performance assessments and evaluations for all staff as required.

- Supervises the personnel and evaluates staff performance.
- Ensures the compliance with the UN policies on the workplace safety and environment protection.
- Liaises with the UN agencies, non-government organizations, intergovernmental agencies and suppliers for the provision of the surface transport support.

Fleet Vehicle Inventory Unit duties:

- Monitors distribution of non-expendable transport assets.
- Ensures that bi-annual physical inventory of non-expendable transport assets is conducted in accordance with the established procedures and deadlines.
- Ensures that records are maintained for non-expendable transport assets, including records in fleet management databases.
- Prepares Business Object Reports.
- Coordinates the Mission Vehicle Establishment Committee (VEC) meetings.
- Implements the Vehicle Replacement Policy.
- Ensures that vehicle write-off cases are processed in accordance with the established procedures and deadlines.
- Provides technical expertise on Contingent Own Equipment (COE) and safety inspections.
- Provides inputs for statistical report on transport fleet utilization and composition.
- Participates in the technical evaluations of bids received from vendors through the Procurement Section.
- Ensures the constant availability of vehicles for temporary assignment in support of one-off and emergency tasks as directed by a Chief of Unit/Section, Transport.
- Ensures that transportation equipment is returned in good working order on check-out by the outgoing personnel.
- Ensures that monthly trip tickets and Electronic Vehicle Monitoring System (EVMS) statistics of the mission vehicle fleet are processed in accordance with the established procedures and guidelines.

Transport Warehouse duties:

- Supervises the Transport Warehouse in accordance with the UN regulations and rules and applicable transport standard operating procedures.
- Ensures sufficient stock of light and heavy vehicle spare parts and issues required items to workshop mechanics and motor transport officers.
- Conducts regular inventory checks of the Transport Warehouse stocks.
- Monitors warehouse records, prepares financial and budget summaries, writes reports and submits them to a Transport Officer or a Chief

Transport Officer in accordance with the established procedures and deadlines.

- Determines generic technical specifications, estimates quantity (number of units), drafts proposals for requisitions for spare parts, tools and equipment in accordance with the UN procurement procedures.
- Conducts planning and monitors implementation of projects within the Transport Warehouse and facilitates training of staff.

Transport Dispatch duties:

- Ensures the routine transportation requirements are identified within the area of responsibility.
- Analyzes transportation requests and supervises route planning and reconnaissance.
- Establishes service timetables and driver rosters.
- Prepares and disseminates information regarding transport services and transport facilities available to customers.
- Ensures maximum utilization and effective use of vehicle and driver resources
- Ensures that all mission personnel are aware of the services available to them and communicates any changes that occur.
- Ensures the provision of regular shuttle bus services along established routes.
- Ensures the provision of ad-hoc transportation services to meet all requirements including staff and equipment movement for
- Provides transportation briefings to incoming personnel at the check-in.
- Ensures that the mechanical conditions of all vehicles and daily maintenance of the shuttle buses are performed.
- Monitors the periodic maintenance and repair of the vehicles to ensure the reliability of the transportation service.
- Ensures that files and documentation related to assigned duties are maintained, and prepares reports for supervisors.
- Monitors monthly mileage and fuel consumption reports for UN-owned vehicles and confirms the return of the individually assigned vehicles upon departure of staff from the service.
- Ensures that databases to monitor the Mission personnel in possession of UN driving permits are maintained.
- Ensures that driving test assessments are conducted for UN personnel.

Maintenance Workshop duties:

- Supervises the maintenance and repair of UN-owned vehicles in accordance with the vehicle manufacturer's standards for automotive electrical system including Electronic Vehicle Monitoring System (EVMS), air conditioning system, suspension system, braking system (including ABS system) and body work and painting.
- Supervises the diagnostic and fault finding, quality control/assurance, road testing and vehicle recovery.
- Analyses reasons for technical faults and prepares reports.
- Supervises vehicle inspections.

- Supervises product upgrades initiated by a vehicle manufacturer.
- Develops reports to document workshop performance (including personnel matters), vehicle warranties, vendor support and other workshop related activities.
- Ensures that information in the Electronic Vehicle Monitoring System (EVMS) and Fuellog software packages is accurate and up-to-date.
- Liaises with the manufacturer representatives for after sales warranty and technical fault claims.
- Identifies requirements for spare parts, hand tools and workshop floor equipment.
- Participates in the technical evaluations of bids received from vendors through the Procurement Section.
- Participates in the development of the Transport Unit's/Section's annual budget proposals.
- Develops and implements the Transport Unit's/Section's Training Plan; coordinates with UNHQ training courses, workshops and other related training activities.
- Performs other related duties as required.

## **Competencies**

### Core Competencies:

**Professionalism:** Ability to analyze the strategic elements of vehicular support to clients; ability to analyze benchmarks related to Key Performance Indicators; familiarity with rules and regulations related to UN Owned Equipment (UNOE), Procurement and Finance; awareness of the procedures related to Fleet Maintenance, Budget. 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.

**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.

**Education**

High school diploma or equivalent is required.

**Job Specific Qualifications**

Technical or vocational certificate in mechanical engineering, transportation, logistics or other related fields is required.

A valid driver's license is required.

**Work Experience**

A minimum of 10 years of progressively responsible experience in motor vehicle transport operations management or related area is required.

Experience in utilizing an ERP system for asset management and reporting is required.

Experience in technical evaluations for third party contacts and associated knowledge of Low Value Acquisition (LVA), Purchase Orders (PO) and invoicing procedures 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 is required.

**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. 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.

## **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.