

Posting Title : TRANSPORT ASSISTANT, FS5
Job Code Title : TRANSPORT ASSISTANT
Department/ Office : United Nations Interim Force in Lebanon
Location : NAQOURA
Posting Period : 8 May 2023-6 June 2023
Job Opening number : 23-Transportation-UNIFIL-208637-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

1. Fleet Vehicle Inventory 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 the Chief of Unit, Logistics. •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. 2. Transport Technical duties: •Responsible for the maintenance and repair of the mission's UNOE Fleet of Heavy Vehicles and Armored

Personnel Carriers (APCs).•Provide technical support to the team of mechanics with regards to Heavy Vehicles and APCs. •Supervises a Team of technical Personnel. •Ensures sufficient stock of heavy vehicle and APC spare parts and issues required items to workshop mechanics and motor transport officers. •Conducts regular inventory checks of the Transport Warehouse stocks in remote locations. •Monitors Heavy Duty spare parts usage reports, service orders etc. •Determines generic technical specifications for Heavy Vehicles and APCs., estimates quantity (number of units), drafts proposals for requisitions for spare parts, tools and equipment. •Conducts planning and monitors implementation of decisions related to the Heavy Vehicles and Armored Personnel Carriers.

3. Transport Dispatch duties: •Ensures the routine transportation requirements are identified within the area of responsibility. •Analyses 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 (Heavy vehicles and APCs). •Directly coordinate proper information regarding the use of Heavy Vehicle and Armored Personnel Carriers (APCs). •Ensures the provision of Heavy vehicles and APCs for operational effectiveness. •Ensures the provision of ad-hoc transportation services to meet all requirements including staff and equipment movement for operational duty purposes. •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. •Work in multiple remote locations on a daily basis.. •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.

4. Transport Driver Testing / Damage Discrepancy Reporting duties: •Maintains databases to monitor the mission personnel in possession of the UN driving permits. •Conducts driving test assessments for the field mission staff members. •Monitors contractual performance of vendors and verifies financial invoices. •Participates in the development of the Logistic Unit's annual budget proposals. •Participates in the development of the Logistics Unit's Standard Operating Procedures. •Participates in the training activities to enhance the capacity of international and national staff members. •Performs other related duties as required.

Competencies

- Professionalism: Knowledge of practices and procedures for large volume transportation operations in the field. 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. Demonstrates 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. •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 driver's license is required. Certification in automotive engineering or completion of automotive technical apprenticeship is required. Technical or vocational certificate in mechanical engineering, transportation, logistics or other related fields is desirable.

Work Experience

A minimum of eight (8) years of progressively responsible experience in motor vehicle transport operations or related area is required. Working knowledge of Enterprise Resource Planning (ERP) system, such as Umoja, supporting asset management activities is required. Experience in international operations in a conflict/post conflict environment is desirable. Experience in preparing scopes of work and statements of requirements for goods and services related to vehicle fleet operation and maintenance is required.

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

Evaluation of qualified candidates may include informal interviews.

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. 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.