

Posting Title : TRANSPORT ASSISTANT, G5
Job Code Title : TRANSPORT ASSISTANT
Department/ Office : United Nations Interim Force in Lebanon
Location : NAQOURA
Posting Period : 2 August 2022-31 August 2022
Job Opening number : 22-TRA-UNIFIL-184419-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 Transport Section (Budget and Planning Unit), United Nations Interim Force in Lebanon (UNIFIL), Naqoura. The Transport Assistant will report to the Head of Unit.

Responsibilities

- 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.
- Ensures that vehicle/asset related databases are updated.
- Enters data, updates and verifies all information and records under Supply Chain Planning Tool in the ERP system, Business Objects (BI), UMOJA.
- Raises discrepancy and defect reports for incoming assets that are not in accordance with specifications outlined in Purchase Order(s).
- Maintains complete records and documents of all related transactions and entries.
- Reviews Transport acquisition plan AP versus the approved budget and monitors status of acquisition processes for light and heavy vehicle spare parts and services by ensuring adequate lead times and sourcing options are considered in all requisitions.
- Generates complete and up-to-date inventory reports. Develops and delivers statistical analysis, standard business intelligent reports and recommendations to the head of unit.
- Generates correspondence and relevant status reports/technical reports as required.
- Assist in providing inputs to statement of works/requirements by including Key

Performance Indicators, assists in the development of technical evaluation criteria.

- Performs other duties, as assigned.

Competencies

Professionalism: Knowledge of practices and procedures for large volume transportation operations in the field. Demonstrated use of initiative and ability to make appropriate linkages in work requirements, assess impact on transport operations and anticipate next steps.

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.

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.

Communication: Speaks and writes clearly and effectively. Listens to others, correctly interprets messages from others and responds appropriately. Asks questions to clarify and exhibits interest in having two-way communication. Tailors language, tone, style and format to match the audience. Demonstrates openness in sharing information and keeping people informed.

Education

High school diploma or equivalent is required.

Job Specific Qualifications

Work Experience

A minimum of five (5) years of progressively responsible experience in transport operations management is required.

Experience with Enterprise Resources Planning systems (ERPs) is required.

Experience in budget and financial reporting is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the position(s) advertised, fluency in English is required.

Assessment

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

Special Notice

Recruitment against this position is on a local basis; applicants in the General Service category shall meet the relevant employment requirements of the host country (Lebanon), including fulfilling visa or work permit stipulations. If you fulfill the visa and work permit stipulations for Lebanon, please specify in your cover letter and attach a copy of your visa and work permit under "Attachments" of your application in Inspira.

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.

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.

