



TRUCE SUPERVISION ORGANIZATION

JOB OPENING – INTERNAL / EXTERNAL

JOB OPENING NUMBER:	18/016a
DEADLINE FOR APPLICATION:	15 June 2018
DATE OF ISSUANCE:	04 May 2018
POST TITLE:	Transport Assistant
POST LEVEL:	G-5
POST NUMBERS:	30003347 & Roster
SECTION:	Transport Section
DUTY STATION:	Jerusalem

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

Special Notice

Job Opening 18/016 is re-circulated with revisions in the areas of Education, Work Experience and Other Skills requirements. The deadline for applications is extended through 15 June 2018. All applicants who have previously applied to JO18/016 will be considered and do not need to reapply again.

Responsibilities

Under the overall supervision of the Chief Transport Officer (CTO) and the direct supervision of the Fleet Manager, the incumbent will be responsible but not limited to the following duties:

- Manage the Missions' Electronic Vehicle Monitoring Systems (EVMS).
- Process liberty bills through the EVMS.
- Process staff check-outs.
- Conduct physical checks of assets/inventory.
- Assist in Vehicle Establishment Committee activities.
- Assist the Fleet Manager in vehicle and equipment acquisition activities.
- Conduct physical checks and raise discrepancy and defect reports for incoming assets that are not in accordance with specifications outlined in Purchase Order(s).
- Conducts random and scheduled physical verification checks
- Assists in processing write-off request for vehicles and equipment.
- Assist in managing Transport vehicle pools and services.
- Assist in conducting wide ranging road safety activities.
- Process UN driver's permits. Generates complete and up-to-date reports.
- Generates correspondence, other related documentation and relevant status reports/technical reports as required.
- Assist in the other Transport activities.
- Performs other duties as assigned.

Competencies

Professionalism - Demonstrates ability to manage diverse transport operations; ability to review alternative options and select most effective and cost efficient mode of transport; ability to provide leadership; strong negotiating skills and ability to influence others to reach consensus; excellent knowledge of institutional mandates, policies and guidelines pertaining to transport operations and related matters; demonstrates ability to complete in-depth analyses and to formulate conclusions/recommendations; Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of peace operations. **Teamwork**: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings. **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.

Education

High school diploma or equivalent.

Work Experience

At least five (5) years of progressively responsible experience in transport operations. Knowledge, skills and experience in transport fleet operations/logistics/automobile technology/ERP systems are desirable.

Languages

Fluency in spoken and written English; working knowledge of spoken and written Arabic & Hebrew is an advantage.

Other Skills

Valid driver's license is required (**Attach copy of your license with your application**). Excellent working Knowledge of MS Office applications is required.

Assessment Method

Short-listed applicants may be evaluated through a competency-based interview and/or other assessment methods.

The United Nations shall place 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. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment. Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

SPECIAL NOTE: QUALIFIED FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY

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

APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED

How to Apply to United Nations Truce Supervision Organization (UNTSO) vacancies:

Only applications submitted online will be considered.

When you visit the UNTSO Website, <https://untso.unmissions.org/untso-jobs>, go to the UNTSO Job Vacancies page where all available vacancies will be listed in the webpage.

1. To start the application process, applicants must download a [Personal History "P.11"](#) form. **Note:** Any other form of application will not be accepted.
2. Once the download is finished, complete and save your Personal History Form and then e-mail it to the following e-mail address: untso_staffing@un.org.
3. In completing the P.11 form, please note that all fields must be completed accurately to the best of your knowledge.
4. Your application will be screened and evaluated against the requirements as specified in the particular vacancy and your name may be put forward for that specific announcement only.
5. In view of the high volume of applications received, only those applicants who are included in the roster will be notified.
6. **For internal candidates please ensure that your applications are scanned to UNTSO-Staffing from your personal or UN email account and include the VA number on the subject heading with a return receipt. Applications that do not comply to this standard will not be validated**

At your interview

The United Nations' greatest asset is the quality of its staff. To ensure that the very best people join the UN team we use a [competency based interview](#) process. Competency based interviews are also called "behavioral interviews" or "criterion based interviews." Such interviews are based on the concept that past behavior and experience is the best indicator of future performance. In other words, your history tells a story about you: your talents, skills, abilities, knowledge and actual experience in handling a variety of situations.

For more information on competency based interviews, click [here](#).

Applications should be addressed to: Chief Human Resources Officer, UNTSO
Email: untso_staffing@un.org
