



## TRUCE SUPERVISION ORGANIZATION

## JOB OPENING – INTERNAL/EXTERNAL

VACANCY NUMBER:	21/008
DEADLINE FOR APPLICATION:	28 July 2021
DATE OF ISSUANCE:	29 June 2021
POST TITLE:	Vehicle Technician
POST LEVEL:	G-6
POST NUMBERS:	30912100
SECTION:	Transport Section
DUTY STATION:	Jerusalem

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

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**QUALIFIED FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY**

### Responsibilities

Under the supervision and general guidance of a Section/Unit chief, the incumbent will perform the following functions:

- Conducts the maintenance and repair of UN-owned vehicles in accordance with the vehicles manufacturer's standards.
- Conducts vehicle inspections.
- Develops reports to document workshop performance (including personnel matters), vehicle warranties, vendor, and other workshop related activities.
- Ensures that information in the Electronic Vehicle Monitoring System (EVMS) and Fuel-log software packages is accurate and up to date.
- Conducts diagnostic activities and analyses reasons for technical faults.
- Carries out product upgrades initiated by a vehicle manufacturer.
- Liaises with the manufacturer representatives for after sales warranty and technical fault claims.
- Identifies requirements for spare parts, hand tools and workshop floor equipment and raises requisitions.
- Participates in the technical evaluations of bids receives from vendors through the Procurement Section.
- Supervises the work carried out by vehicle technicians responsible for one or more of the following specialized systems: automotive electrical system including Electronic Vehicle Monitoring System (EVMS); air conditioning systems; suspension systems; braking systems (including ABS systems); body work and painting.
- Supervises the work carried out by vehicle technicians responsible for one or more of the following specialized areas: diagnostic and fault finding; quality control/assurance/ road testing; vehicle recovery.
- Assist with training and coaching of vehicle technicians within his/her expertise.
- Performs other related duties as required.

### Competencies

**Professionalism** – Knowledge of practices and procedures of large volume transportation operations in the field. Knowledge of regulations and requirements designed to ensure the safety of Ground Transportation Vehicles. Ability to estimate the extent of damage or value of items lost in transit and to prepare claims documents and negotiate adjustments with representatives of insurance agencies or others involved in losses or damages. Ability to conduct research, evaluate and integrate information from a variety of sources, to assess impact on transport operations. 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. 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.

**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.

**Managing performance:** Delegates the appropriate responsibility, accountability and decision-making authority; makes sure that roles, responsibilities and reporting lines are clear to each staff member; accurately judges the amount of time and resources needed to

accomplish a task and matches task to skills; monitors progress against milestones and deadlines; regularly discusses performance and provides feedback and coaching to staff; encourages risk-taking and supports creativity and initiative; actively supports the development and career aspirations of staff; appraises performance fairly.

## Education

High school diploma or equivalent is required. Technical or vocational certificate in mechanical engineering, transportation, logistics or other related fields is desirable.

## Work Experience

At least seven (07) years of progressively responsible experience in the maintenance of motor vehicles, heavy/specialized transport equipment, plants and/or Mechanized Handling Equipment (MHE) 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 this position, fluency in English (both oral and written) is required.

## Other Skills

Knowledge of MS Office applications is required. A driving license valid in Israel and West Bank is required (attach copy to your application).

## Assessment Method

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

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### **SPECIAL NOTE: QUALIFIED FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY**

- ***APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED***
  - ***ONLY APPLICATIONS SUBMITTED ONLINE WILL BE CONSIDERED***
  - ***ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FOR FURTHER ASSESSMENT***
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### **How to Apply to United Nations Truce Supervision Organization (UNTSO) vacancies:**

The UNTSO Jobs page, <https://untso.unmissions.org/untso-jobs>, will include all Job Openings.

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 (P.11) and then e-mail it to the following e-mail address: [untso\\_staffing@un.org](mailto: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. Submit a written cover-page application in addition to your completed and signed P.11 form.
  5. Indicate the JO number on the subject heading in your email application. Applications that do not comply to this standard will not be validated.
  6. 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.
  7. In view of the high volume of applications received, only those applicants who move forward in the process, will be contacted for further assessment. Those who are successful/not successful in the assessment will be notified.
  8. For **internal candidates**: Ensure that your application is scanned to [untso\\_staffing@un.org](mailto:untso_staffing@un.org) from your personal or UN email account and include the JO number on the subject heading with a return receipt request. Applications that do not comply to this standard will not be validated.
  9. For **internal candidates and UN staff from agencies**: Attach your latest two Performance Reports.
  10. For **external candidates**: Attach your latest two performance appraisal reports if applicable.
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## United Nations Considerations

At the United Nations, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for

applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

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.

**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.**

**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 "behavioural interviews" or "criterion-based interviews." Such interviews are based on the concept that past behaviour 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.

More information on competency-based interviews at <https://careers.un.org>

**Applications should be addressed to:** **Chief Human Resources Officer, UNTSO**  
**Email: [untso\\_staffing@un.org](mailto:untso_staffing@un.org)**

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