



## TRUCE SUPERVISION ORGANIZATION

## TEMPORARY JOB OPENING – INTERNAL / EXTERNAL

VACANCY NUMBER:	23/16
DEADLINE FOR APPLICATION:	18 June 2023 (23:59 hours, Duty Station Local Time)
DATE OF ISSUANCE:	12 June 2023
POST TITLE:	Movement Control Assistant / Driver
POST LEVEL:	GS-3
POST NUMBERS:	30907722
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**

UNTSO was the first peacekeeping operation established by the Security Council, in its resolution 50 (1949), and continues to represent the commitment of the Council to assist in the implementation of the 1949 Armistice Agreements and their attendant ceasefires. In its resolution 73 (1949), the Council requested the Secretary-General to arrange for the continued service of such UNTSO personnel as might be required in observing and maintaining the ceasefire, as requested by the Council in its resolution 54 (1948), and as might be necessary in assisting the parties to the Agreements in the supervision of the application and observance of the terms of those Agreements. UNTSO is mandated to observe and maintain the unconditional ceasefires and assist the parties to the 1949 Armistice Agreements in the supervision of the application and observance of the terms of those Agreements. Its mandate derives from Security Council resolutions and decisions, including foundational resolutions 50 (1948), 54 (1948), and 73 (1949). UNTSO's activities are spread over Egypt, Israel, Jordan, Lebanon and the Syrian Arab Republic to maintain the regional liaison architecture established under the Armistice Agreements.

### Special Notice

The temporary position is intended to fill the functions for a short-term duration **from 13 July 2023 through 14 June 2024** with a possibility of extension subject to the availability of the position. Recruitment for this position is done on a local basis, whether or not the candidate is a resident of the duty station. Candidates should have no expectation of any fixed-term appointment possibility after the end of this temporary assignment. Subsequent to the initial temporary appointment, new and successive temporary appointments may be granted for service in the same office or in a different office any number of times, for any duration, provided that the length of service does not exceed the period of 364 calendar days.

### Responsibilities

Under the general supervision of the Chief Transport Officer and the direct supervision of the Transport Fleet Manager the incumbent will perform the following functions:

- Operate Mission owned vehicles or vehicles under contract by the Mission, including but not limited to vehicles of classes B, C, and D for transportation of general cargo goods and/or specialized hazardous vehicles;
- Transport Mission personnel to and from specific locations and makes regular deliveries of parcels, documents, etc. between the UN offices and other offices and institutions, e.g. Ministries, Embassies, Permanent Missions, etc.;
- Make minor purchases and collect urgent purchases from local suppliers as requested.
- Collect goods from the customs with due regard to customs regulations and formalities.
- Receives officials from the airport and land border crossing, and facilitates immigration and customs formalities as required;
- Perform day-to-day driver's inspection of the Mission vehicles, check fuel, oil, water, battery, brakes, tires, etc. and top-up fluids as required; identify vehicle deficiencies and report to the Fleet Manager. Arrange for repairs and maintenance of Mission vehicles with the Transport Workshop.
- Log official trips, daily mileage, fuel consumption, oil changes, greasing, etc.,

- Perform proper hand-over/receipt of vehicles including a thorough operator check, identifying and reporting, in writing, any damages, defects, discrepancies and/or missing accessories, prior to and on completion of an assignment or as instructed.
- Ensure host government and Mission rules and procedures are followed at all times including when involved in vehicle accidents. Apply good judgment in the context of assignments given and ensure that any documentation pertaining to assignments are correct, timely and clear;
- Perform inspection of Mission vehicles for damages, cleanliness, mechanical condition, tire condition, leaking fluids etc. and take corrective action.
- Ensure that shuttle services are performed in an effective, timely, safe and courteous manner and report all irregularities in terms of delays and other issues to the fleet manager. Gather pertinent information related to transport services such as timings, routes and passenger numbers, maintain related records and report to the Fleet Manager for service improvement.
- Work within a shift schedule requiring irregular working hours;
- Be prepared to undertake ad-hoc duty assignments at short notice.
- Work under minimal supervision and performs other transport duties assigned by the Fleet Manager or his/her representative;
- Assist the Fleet Manager with carrying out various tasks within the unit including regular/annual road safety campaigns.
- Perform other transport duties assigned by the Fleet Manager or any other authorized official. Ensure smooth and uninterrupted operation of services by coordinating with team members, especially during contingencies.

## Competencies

**Professionalism:** 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 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. **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.

## Education

High school diploma or equivalent. Valid driving license for classes B, C and D is required. Certificate of advanced driving knowledge and/or equivalent is desirable.

## Work Experience

A minimum of 2 years practical experience as a heavy vehicle driver. Experience in a UN, private or commercial environment is highly desirable.

## Languages

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

NOTE: "Fluency" equals a rating of "fluent" in all four areas (read, write, speak, understand) and "Knowledge of" equals a rating of "confident" in three of the four areas, which must include understand.

## Other Skills

Working knowledge of using computers and other office equipment is required.

## Assessment Method

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

**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>

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Applications should be addressed to:

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

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