



Temporary Job Opening

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| Vacancy Number: | 22/006 |
| Deadline for Application: | 05 December 2022 |
| Date of Issuance: | 28 November 2022 |
| Position Title: | Transport Assistant |
| Position Level: | G-4 |
| Position Number: | 30912260 |
| Duty Station: | Gaza |

Qualified Female Candidates are strongly encouraged to apply

This is a temporary vacancy available for 364 days.

Organizational Setting and Reporting

This position is located in the Transport Unit in the Gaza Office of the Office of the Special Coordinator for the Middle East Peace Process (UNSCO).

Description of Duties and Responsibilities:

Under the operational supervision of UNSCO Head of Gaza Office and overall supervision of UNTSO and UNSCO Chief of Transport (CTO), the incumbent is responsible for the following duties:

- Processes trip tickets, as applicable. Follows up in accordance with SOPs.
- Assists in preparing the mission driving orientation briefing for Gaza Office.
- Assists in preparing and conducting written driving tests for Gaza Office.
- Addresses routine vehicle and generator operational issues. Escalates more complex issues to the attention of the supervisor.
- Assists in conducting practical driving tests in order to ensure that successful candidates are capable of safely driving the mission vehicle for which they are licensed in accordance with all road traffic, rules and regulations, both local and UN, as applicable in the mission area.
- Updates and maintains a detailed database of UN staff being assessed and issued UN permits.
- Monitors maintenance schedules and liaises with service providers for maintenance and repairs of the UNSCO vehicle and generator fleets.
- Monitors and controls generator operations including fuel consumption.
- Orders bulk fuel for UNSCO vehicles and generators. Monitors dispensing of the fuel and maintains consumption records.
- Maintains oversight and accountability regarding spare-parts and materials received for use on UNSCO-owned vehicles and generators.
- Prepares Receiving and Inspection documents for services rendered to UNSCO and submits to HQ for processing and payment in a timely manner.
- Resets car log (EVMS) on UNSCO vehicles after maintenance has been performed. Generates reports from the electronic vehicle monitoring system (EVMS), Fleet Log and other reports as required.
- Performs driving duties to supplement UNSCO Gaza driver or in his/her absence.
- Carries out any other duties as assigned.

Competencies:

Professionalism: Shows pride in work and 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 ensures 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.

Technological Awareness: Keeps abreast of available technology. Understands applicability and limitations of technology to the work of the office. Actively seeks to apply technology to appropriate tasks. Shows willingness to learn new technology.

Qualifications:

Education:

- High school diploma or equivalent is required.
- Post-secondary technical or vocational qualification in relevant field or equivalent combination of training and experience in driving testing or nationally recognized driver-testing qualification or equivalent is desirable.

Experience:

- At least three (03) years of progressively responsible experience in Transport operations or Logistics is required.

Languages:

- English and French are the working languages of the UN Secretariat. For this position, fluency in oral and written English is required.

Other:

- Valid driving license and certified safe driving record. Please attach a copy of your valid license to your application.
- Proficiency Microsoft Office suite including Word, PowerPoint and Excel is required.
- The candidate must be willing to undertake the specific UN-sponsored driving test certification training course at the earliest convenience, in accordance with instruction from the CTO

Assessment Method:

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

Note to Applicants

- **APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED**
- **ONLY APPLICATIONS SUBMITTED THROUGH EMAIL unscova@un.org WILL BE CONSIDERED**
- **ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FOR FURTHER ASSESSMENT**

How to Apply. Applications that do not comply with the below standards will not be considered:

- UNSCO Jobs page <https://unscounmissions.org/jobs> includes all current Job Openings (JOs).
- Download a Personal History "P.11" form. **Any other form of application is not accepted.**
- Save your Personal History Form (P.11) and e-mail it to unscova@un.org. All fields in P.11 form must be completed to the best of your knowledge.
- Attach copies of high school diploma and other relevant diplomas, certifications and/or drivers' license as indicated in the JO as a requirement or a desirable criteria.
- Include a written cover-page application.
- Indicate the JO number on the subject heading in your email.
- **Internal candidates** are required to attach two latest Performance Evaluation Documents. **External candidates and staff of other UN entities** are required to attach latest two Performance Evaluation Reports if applicable.
- Applications will be screened and evaluated against the specific criteria indicated in a particular JO, and your name may be put forward for that specific JO only.
- 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 accordingly

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. All employment decisions are made on the basis of qualifications and organizational needs. The UN is committed to creating a diverse and inclusive environment of mutual respect. The UN 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.

The UN Secretariat is committed to achieving 50/50 gender balance and geographical diversity in its staff. Female candidates are strongly encouraged to apply for this position.

The UN 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 UNO - Chapter 3, article 8). The UN 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 UN 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: 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>