
UNITED NATIONS MISSION IN COLOMBIA JOB OPENING

Internal / External

Job Title & Level:	Transport Assistant GL5
Department/Office:	UN VERIFICATION MISSION IN COLOMBIA (UNVMC)
Location:	BOGOTA, COLOMBIA
Posting Period:	30 November – 14 December 2017
Job Opening Number:	MC-NJO-2017-057

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

RECRUITMENT FOR THIS POSITION MAY BE SUBJECT TO FUNDING EXTENSION

The Human Resources Section invites all interested and qualified candidates to apply for the announced position. All interested candidates should submit their applications (Personal History Profile - P11 form, which can be found at <https://colombia.unmissions.org/empleo>. No CVs will be accepted) at the following e-mail address: mcrecruitment@un.org. Please include the job opening number of the above position in your e-mail application. Acknowledgment will be sent to short listed candidates only.

Please do not submit any additional certificates/diplomas, employment letters and other documents at this stage of the application process, only the P11 form is sufficient. If you need more P11 pages, please print and add them as additional pages to the P11 submission. Please make sure the e-mail application is not larger than 5MB in size.

Organizational Setting and Reporting Relationships:

This position is located in Mission Head Quarters of the United Nations Verification Mission in Colombia, under the Transport office, located in Bogota, the position reports directly to the Office of the Chief Transport Unit who reports to the Chief Supply Chain Management and Service Delivery.

Responsibilities:

The Transport assistant (Transport fleet maintenance unit and dispatch services) is in charge of monitoring the overall performance of fleet maintenance taking into consideration the age and technical performance of each make/model. Identify and develop the requirement for each request, special equipment and technical manuals and the proper maintenance of the mission fleet. Provide technical input into the preparation of scopes of work for potential service contractors and the evaluation of the viability of maintenance and repair proposals received by the mission. Coordinate the provision of ad-hoc transportation requirements including staff movement for duty purposes. Identify all routine transportation requirements within the mission and prepare, implement and control appropriate methods to cater for them.

Within the terms of organization's delegated authority and under the direct supervision of Chief Transport Unit, the Transport assistant will undertake the following tasks and responsibilities.

Major duties and responsibilities:

Within the limits of delegated authority, the Transport assistant (fleet maintenance and dispatch services) is responsible for monitoring the overall performance of the Transport fleet and dispatch services. The duties include the following:

Maintenance duties:

- Manage the repair and service of a multi-type vehicle fleet at multiple workshops in separate locations; including body shop, painting, logos and develop the Mission Vehicle Maintenance Plan in accordance with the vendors schedule and current policies and direction from UNHQ.
- Coordinates vehicle inspections with the vendor and keeps records for each vehicle.
- Develops reports to document workshops performance (including personnel matters), vehicle warranties, and reports to the vendor significant findings.
- Coordinates preventive and corrective maintenance requests with the vendor. Is the focal point for maintenance related issues that arises in the regions.
- Coordinates vehicle recoveries and provides assistance in the event of incidents or accidents in HQ and regions.
- Process vehicle accidents reports and coordinates with security section in case of inquiries.
- Raises damage discrepancy reports and liaise with the vendors for financial recoveries.
- Coordinates de activities of local vehicle technicians and works contracted by the vendor conducts quality control/assurance and road testing.

Transport Dispatch Duties

- Identifies routine transportation requirements within the area of responsibility.
- Analyzes transportation requests and carries out route planning and reconnaissance.
- Coordinates the provision of regular shuttle bus services along with established routes.
- Coordinates the provision of ad-hoc transportation services to meet all requirements including staff and equipment movement for operational duty purposes.
- Monitors the mechanical conditions and ensures daily maintenance is performed on all dispatch vehicles and shuttle buses in coordination with the vendor.
- Maintains files and documentation related to assigned duties and prepares reports.
- Monitors monthly mileage and fuel consumption reports for UN vehicles.
- Supervise driver's activities in and outside the mission headquarters.

Transport Driver Testing/Damage discrepancy reporting duties:

- Maintains databases to monitors the mission personnel in possession driving permits.
- Conducts driving test assessments for the field mission staff members.
- Performs other related duties as required.

Work implies frequent interaction with the following:

Vehicle and maintenance Contractors, Military Logistics Officers and regional support officers.

Results Expected:

Effective and efficient transport services are provided within the limits of delegated authority. The number of vehicles of road (VOR) is at a minimum. The efficient maintenance and repair of the field mission vehicle fleet is achieved, a fully operational field mission fleet of vehicles, at an acceptable operating cost for the UN, is provided.

Competencies:

Professionalism: Knowledge of information management, archival, record keeping and record disposition. Knowledge of electronic data maintenance, including appraisal, conservation and migration management; records preservation and description. Ability to conduct research and provide recommendations on information management trends. Ability to demonstrate conceptual, analytical and evaluative skills and conduct independent research and analysis, identifying and assessing issues, formulating options and making conclusions and recommendations. 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.

Communication: Speaks and writes clearly and effectively in both Spanish and English languages; 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 audience; demonstrates openness in sharing information and keeping people informed.

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 & 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.

Qualifications:

Education: High school diploma or first University degree. Additional training in Information Technology/Information Systems and Inventory systems is desirable. Technical or vocational certificate in mechanical engineering, transportation, logistics or other related fields are desirable. A valid driver's license is required.

Experience: A minimum of 5 years of progressively responsible experience in motor vehicle transport operations or related area. Experience handling variety of models and makes of vehicles,

light vehicles, sedan, utility 4 x 4 light and heavy (SUV's), ambulances, trucks and passenger vans. Driver's license current, category B1-C1 without outstanding subpoenas and judicial situation without problems. Desirable experience in working with the United Nations system or other humanitarian organization. It is desirable to have knowledge of the topography of provinces of Colombia and road conditions.

Languages: Fluency in English and Spanish is required.

United Nations Considerations

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.

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.