



# UNITED NATIONS SUPPORT OFFICE IN SOMALIA (UN SOS)

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY  
FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY

**DEADLINE FOR APPLICATIONS** : **6 MAY 2017**  
**DATE OF ISSUANCE** : **7 APRIL 2017**  
**FUNCTIONAL TITLE** : **LOGISTICS ASSISTANT**  
**LEVEL** : **GL-4**  
**SECTION** : **VEHICLE PLANT AND EQUIPMENT MAINTENANCE (VPEMS)**  
**LOCATION** : **NAIROBI**  
**DURATION OF CONTRACT** : **ONE (01) YEAR FIXED-TERM APPOINTMENT**  
**VACANCY ANNOUNCEMENT NUMBER** : **UN SOS/VPEMS/012/2017**

## Special Notice

This position is funded for an initial period of one year, extension of appointment will be subject to budgetary approval. Appointment against this post is on a local basis. The candidate is responsible for any travel expenses incurred in order to take-up the appointment. All applicants are strongly encouraged to apply on-line as soon as possible after the job opening has been posted and well before the deadline stated in the job opening.

Interested applicants who are working with UN Contractors must fulfil the obligations of their contracts with the UN Contractors in order to be eligible to apply for this vacancy.

## Organizational Setting and Reporting Relationships:

These position is located in Vehicle Plant and Equipment Maintenance Section (VPEMS), Nairobi. The Logistics Assistant reports to Vehicle Maintenance Unit Supervisor.

## Responsibilities:

Within delegated authority, the Logistics Assistant will be responsible for the following duties:

- Prepares Service Entry Sheets and other actions within UMOJA and obtains the funding certifications.
- Liaises with relevant divisions/departments (e.g. procurement, accounting) with respect to verification and processing of invoices once jobs are completed
- Maintains contact with relevant mission staff with respect to provision, co-ordination, monitoring and status of transport services.
- Prepares requisitions and enters applicable systems data to initiate requisition process.
- Follow-up and provides updates of ongoing logistics operations and planning as well as requisition status on a regular basis.
- Assists staff within the Unit with respect to relevant procedures and practices.
- Monitors insurance coverage of UN fleet.
- Assist in coordinating the maintenance and repair of UN-owned vehicles in accordance with the mission's repair and maintenance policies.
- Enters and updates information in the Electronic Vehicle Monitoring System (EVMS), and assists with generation of relevant status reports.
- Conducts vehicle inspections and identifies reasons for technical faults, interacts with vehicles maintenance vendors on solving problem before sending to vendor with request.

- Raise work-orders in the electronic system and send maintenance and repair jobs to vendors.
- Ensure quality control/assurance of vehicles after job is completed by inspection and testing.
- Coordinates the reception and return of faulty vehicles from/to clients.
- Coordinates vehicle recovery activities if vehicle is broken or immobile.
- Performs other duties as required.

### **Competencies:**

**Professionalism** – Strong competence in vehicles and equipment maintenance and repairs. Demonstrated initiative, ability to make appropriate linkages in the area of work and anticipate requirements well in advance. 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.

**Communications** – Speaks and writes clearly and effectively; 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.

### **Qualifications:**

**Education:** High School diploma or equivalent is required.

**Experience:** At least three (3) years of progressively responsible experience of practical field logistics operations or related area. At least three (3) years' experience in driving is required for this position.

**Language:** English and French are the working languages of the United Nations Secretariat. For this position, fluency in oral and written English is required. Knowledge of other UN language is an advantage.

**Others:** Good computer skills, including proficiency in word processing, spreadsheet applications and other relevant software packages. A valid certificate of good conduct is required.

**Assessment Method:** Evaluation of qualified candidates for this positions may include a substantive assessment which will be followed by a competency-based interview.

### **How to Apply:**

Qualified candidates may submit their applications including their United Nations Personal History form (P.11) to the address mentioned below on or before the deadline. The P.11 is on the <https://unsos.unmissions.org/jobs>. Applications submitted after the deadline **6 May 2017** will not be accepted. **CVs will not be accepted.**

Email: [recruitment-unsoa@un.org](mailto:recruitment-unsoa@un.org)

**Please quote, Vacancy Announcement Number and Functional Title in the subject of the e-mail**

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.

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING).