



**UNITED NATIONS SUPPORT OFFICE IN SOMALIA  
(UNSOS)**

**UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY  
THIS POSITION IS OPEN TO LOCAL RECRUITMENT AND DOES NOT HAVE INTERNATIONAL ALLOWANCES OR  
BENEFITS.**

**FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY**

<b>DEADLINE FOR APPLICATIONS</b>	<b>:</b>	<b>11 FEBRUARY 2022</b>
<b>DATE OF ISSUANCE</b>	<b>:</b>	<b>12 JANUARY 2022</b>
<b>FUNCTIONAL TITLE</b>	<b>:</b>	<b>TRANSPORT ASSISTANT</b>
<b>LEVEL</b>	<b>:</b>	<b>GL-5</b>
<b>SECTION</b>	<b>:</b>	<b>TRANSPORT SECTION</b>
<b>LOCATION</b>	<b>:</b>	<b>NAIROBI</b>
<b>DURATION OF CONTRACT</b>	<b>:</b>	<b>ONE (1) YEAR FIXED TERM APPOINTMENT</b>
<b>VACANCY ANNOUNCEMENT NUMBER</b>	<b>:</b>	<b>UNSOS/TRANS/001/2022</b>

**Special Notice:**

This position is funded for an initial period of one year, extension of appointment will be subject to budgetary approval. This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. All staff in the General Service and related categories shall be recruited in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country. A staff member subject to local recruitment shall not be eligible for the allowances or benefits exclusively applicable to international recruitment.

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.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

**Organizational Setting and Reporting Relationships:**

This position is based in the Transport Section within the United Nations Support Office in Somalia (UNSOS), in Nairobi. The Transport Assistant is under the overall supervision of the Chief, Transport Section.

**Duties and Responsibilities:**

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

- Issues vehicles in accordance with Vehicles Establishment Committee (VEC) decisions and CTO (Chief of Transport) guidance.
- Ensures that vehicle/asset related databases are updated.
- Enters data, updates, and verifies all information and records of UN-owned transport assets in UMOJA.
- Raises discrepancy and defect reports for incoming assets that are not in accordance with specifications outlined in Purchase Order(s).
- Conducts random and scheduled physical verification checks.
- Maintains complete records and documents of all related transactions and entries.
- Assists in processing write-off request for vehicles and equipment.
- Generates complete and up-to-date inventory reports.
- Generates correspondence and relevant status reports/technical reports as required.
- Carries out maintenance tasks such raising Notifications, Service Orders in UMOJA, inspection and Quality Control.
- Oversees Carlog system and fuel consumption.
- Assists with budget preparation/demand plan.
- Performs other duties as assigned by transport focal point in Nairobi.

## 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.

**Client Orientation:** Considers all those to whom services are provided to be 'clients' and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

**Teamwork:** Excellent interpersonal skills; ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender; 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. Valid driving license and certificate of safe driving record is required. Certification in mechanics is desirable.

**Experience:** At least five (5) years of progressively responsible experience in transport operations Management. Experience in Maintenance and Carlog is desirable.

**Languages:** English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English (oral and written) is required.

## Assessment

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

## Additional Information:

Candidates who are not selected, but whose performance in the interview process nevertheless demonstrated them to be suitable for a similar function may be kept on a roster for up to seven years. Candidates placed on the roster may be considered for selection against future vacancies for the same function and level.

## How to Apply:

Qualified candidates may submit their applications including their United Nations Personal History form (PHP) to the address mentioned below **quoting vacancy announcement number and functional title on the subject** line on or before the deadline. The PHP is on the <https://unsos.unmissions.org/jobs>. Applications submitted after the deadline **11 February 2022** will not be accepted. **Curriculum Vitae (CV) will not be accepted.** Only shortlisted applicants will be contacted for interview. **FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY**

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

**Kindly attach copies of relevant academic certificates, valid national driving license, Passport and or National Identification Card. These are required as part of your application for consideration of eligibility.**

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).**