



UNITED NATIONS SUPPORT OFFICE IN SOMALIA (UNSO)

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY
THIS POSITION IS OPEN TO KENYA NATIONALS ONLY AND DOES NOT HAVE INTERNATIONAL BENEFITS
FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY

DEADLINE FOR APPLICATIONS	:	15 NOVEMBER 2019
DATE OF ISSUANCE	:	16 OCTOBER 2019
FUNCTIONAL TITLE	:	TRANSPORT ASSISTANT
LEVEL	:	GL-5
SECTION	:	TRANSPORT SECTION
LOCATION	:	NAIROBI
DURATION OF CONTRACT	:	ONE (01) YEAR FIXED-TERM APPOINTMENT
VACANCY ANNOUNCEMENT NUMBER	:	UNSO/TS/037/2019

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 UNSO/UNSO Third Party Contractors must fulfill the obligations of their contracts with the UN Contractors to be eligible to apply for this vacancy. Applicants should also clearly indicate in their application the name of their employer

Organizational Settings and Reporting Relationships;

This position is in the United Nations Support Office in Somalia (UNSO) Transport Section. The incumbent reports to Transport officer.

Responsibilities:

1. Summary of principal functions:

Under the supervision of the Transport Officer, the incumbent is responsible for the completion of a variety of specialized activities enabling the efficient operations of the transportation/vehicle fleet in line with UN Rules and Regulations

2. Major duties and responsibilities.

- 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 the Field Assets Control System and Business Objects (BO).
- 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.
- Performs other duties, as assigned.

Result of Service

Provide Quality Control/assurance support in the management of UN vehicles ensuring transportation support operations are carried out safely and cost effectively in a timely manner.

Competencies:

Professionalism: shows pride in work and in achievements; Demonstrates professional competence and mastery of subject matter; the personnel is conscientious and efficient in meeting commitments, observing deadlines and achieving results; he is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenge and remains calm in stressful situations among other competencies.

Communication: 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; tailor's language, tone, style and format to match the audience; demonstrates openness in sharing information and keeping people informed.

Teamwork: Works collaboratively with colleagues to achieve organizational goals, solicits input by genuinely valuing other 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 positions shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Qualifications/Special Skills

Education:	High school diploma or equivalent. Licenses: Applicants are required to produce a valid driving license from their national Traffic Department. The license must also confirm that they are cleared to operate Category "B" vehicles for more than 5 years. Applications received without a copy of required driving license will not be considered
Experience:	At least five (5) years of working experience in the field of operation of vehicles and related maintenance of the related equipment.
Language:	English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of another official United Nations language is an advantage.
Assessment Method:	Evaluation of qualified candidates may induce an assessment exercise which may be followed by competency-based interview.

How to Apply:

Qualified candidates may submit their applications including their United Nations Personal History Profile (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 **15 November 2019** will not be accepted. Curriculum Vitae (CVs) will not be accepted. Only shortlisted candidates will be contacted.

Email: recruitment-unsoa@un.org

Kindly attach a copy of High School Certificate, Passport and or National Identification Card.
These are required as part of your application for consideration of eligibility.
Please note CID and NISA Certificates are required at a later stage of the recruitment process.

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).