



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

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

DEADLINE FOR APPLICATIONS:	20 MARCH 2018
DATE OF ISSUANCE:	14 MARCH 2018
FUNCTIONAL TITLE:	FLEET MANAGER FOR SPECIALIZED VEHICLES
SECTION:	INFRASTRUCTURE DESIGN AND IMPLEMENTATION(IDIS)
LOCATION:	MOGADISHU, SOMALIA
TYPE OF CONTRACT:	INTERNATIONAL INDIVIDUAL CONTRACTOR
DURATION OF CONTRACT	1- 9 MONTHS
VACANCY ANNOUNCEMENT NUMBER:	UNSOS/FMSV-IDIS/009/2018

Special Notice:

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

Organizational Settings and Reporting Relationships:

The incumbents will be based in MIA, Somalia and assigned to perform various engineering projects requiring operation of heavy equipment such as forklift/s, dozers, graders, flat beds, trucks rollers, excavators etc. within mission area in MIA and oversee the works of IC operators in sectors. Under the direct supervision of the Portfolio Manager and overall supervision of Chief/OIC IDIS, the Fleet Manager of Specialized Vehicles is responsible for tasking, monitoring and reporting on the operation of forklift/s and fleet management of heavy equipment within the designated mission area on daily basis.

Duties and Responsibilities: The specialized vehicle operator is responsible for operating forklift(s) and other several different types of fleet within the mission area. The Consultant will be responsible for the following:

- Oversee the heavy equipment fleets under operations in all sectors
- Task the specialized vehicles Operators such as forklift/s and other several different types of fleet within mission area.
- Prior to any tasks to be carried out; there is a requirement to inspect the UN equipment for defects and safe operating conditions and submit on a weekly basis a written report on the condition;
- Follow up with the operator who is responsible for monitoring the next maintenance schedule of the UN assets;
- Report and record all accidents and incidents involving drivers or vehicles;
- Supervise the performance of operators;
- Ensure clear instruction from the Transport Officer or assistant concerning the daily driving activities to ensure that appropriate vehicles are utilized for the required task;
- Vigilant regarding security aspects - ensure that all tasks are carried out under UNSOS authorization
- Maintenance of records and various databases either manually or in the shared electronic drive(s) for any future reference;

- Monthly compilation of construction/camp operation services reports for the utilization of the vehicles and fuel;
- Record the where about of all equipment in MIA and all sectors
- Promote a clean, safe and positive work environment;
- Maintain daily log sheet of the works of IC operators
- Collect and review requests for specialized vehicles requirements
- Submit the request for approval by assigned IDIS Manager.
- Located at project sites on a regular basis, undertake quality works quantity, and submit the progress reports;
- Issue certificate of works completion;
- Supervise the works of IC operators and operation of equipment.

Deliverables:

- Collect and review requests for specialized vehicles requirements
- Submit the request for approval by assigned IDIS Manager.
- Located at project sites on a regular basis, undertake quality works quantity, and submit the progress reports;
- Issue certificate of works completion;
- Supervise the works of IC operators and operation of equipment

Competencies:

Professionalism: Demonstrated professional competence and in-depth knowledge of driving specialized vehicles and equipment including but not limited to forklifts. Well-developed technical skills; ability to correctly interpret faults or deficiencies and to determine the necessary corrective actions in an efficient and timely manner; administrative skills and basic understanding of UN Transport operations. 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.

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.

Teamwork: Work collaboratively with colleagues to achieve organisational goals; Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; Place team agenda before personal agenda; Supports and acts in accordance with final group decisions, 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 and knowledge of specialized vehicles operatorion.

Work Experience: At least six (6) years of working experience in the field of specialized vehicles operation, including at least 2 years of working experience in the fleet management of heavy equipment such as dozer, grader, forklift, flat-bed trucks, Roller, Excavator, backhoe etc. is required. Experience on tasking and monitoring

the works carried out by specialized vehicles for complex Civil Engineering projects is an advantage. Previous experience with UN Peacekeeping Operations is desirable.

Languages: English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in oral and written English is required. Knowledge of another UN official language is an advantage.

Other Skills:

Computer skills with working experience in MS office software such as word, Excel etc.

Assessment: Evaluation of qualified candidates may include 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 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 **20 March 2018** will not be accepted. CVs will not be accepted.

Email: recruitment-unsoa@un.org

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

A copy of P11 to be attached.

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).