



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

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

| | |
|-------------------------------------|--|
| DEADLINE FOR APPLICATIONS: | 22 MAY 2018 |
| DATE OF ISSUANCE: | 16 May 2018 |
| FUNCTIONAL TITLE: | MATERIAL HANDLING EQUIPMENT (MHE) & CONSTRUCTION MACHINE (CM) – MECHANIC & OPERATOR |
| SECTION: | TRANSPORT SECTION |
| LOCATION: | MOMBASA, KENYA |
| TYPE OF CONTRACT: | NATIONAL INDIVIDUAL CONTRACTOR |
| DURATION OF CONTRACT | 1-9 MONTHS |
| VACANCY ANNOUNCEMENT NUMBER: | UNSOS/VPEMS-MHE/013/2018 |

Special Notice:

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

Organisational Setting and Reporting Relationships:

This position is located in the Transport Section of the United Nations Support Office in Somalia, (UNSOS) Mombasa, Kenya.

Responsibilities:

Within delegated authority and under the supervision of the Transport Unit Supervisor, the MHE & CM Operator will be responsible for the following functions. (These duties are not all inclusive)

- Maintenance and repairs all MHE IE forklifts, Container Handler, Stacker & Construction Machine (CM) etc. in accordance with UN and the Original Equipment Manufacturer (OEM) standards.
- Ensures that all relevant safety procedures are adhered to prior, during and after repairing of the Equipment.
- Conducts daily Equipment inspections and preventive maintenance service on MHE & CM assigned to various warehouse according to the laid down procedures.
- Daily inspection should include, checking on all MHE & CM functions, hydraulics, electrical lubricants levels, Battery water level, lighting systems and cooling system.
- Battery charging should be carried out in accordance with the manufacturer specifications.
- Ensure no oil leakage or spillage on Equipment including Hydraulic oils.
- Diagnose and identify technical fault and determine the correct measure to take.
- Responsible for the assigned tools and equipment
- Responsible for identifying the spare parts required for any given job.
- Assure proper execution of allocated work.
- Ensure the work assigned is carried out in a professional manner and the MHE & CM are clean and presentable prior to release from the workshop.
- Accountable for all spare parts and material used.
- Ensure the relevant inspection forms are completed and submitted in a timely manner.

- Ensure necessary work and other related data is recorded.
- Ensure proper service scheduling & Periodic Maintenance.
- Ensure the workplace is cleaned and tidy at all times.
- Carry out duties in accordance with safety and environmental guidelines, and regulations, ensure that jobs are performed in compliance with these guidelines and regulations.
- Ensures all safety rules & regulations of the machine before operations
- Should be able to operate all kinds of MHE & CM in all weather & terrain condition
- Understand & ensures daily operator's task before actual operation of the equipment
- Be able to maintain & operate the equipment in accordance of OEM standard
- Understand & ensures the appropriate use of equipment with right type of attachments
- Should be able to identify/use all kinds of fluid / lubricants that may be used by these machines
- Unload goods and materials from inbound vehicles and stack them to assigned places
- Carry out any other duties as required and delegated by the Unit Supervisor.

Work implies frequent interaction with the following:

Section Chiefs, Unit Supervisors and other senior personnel, plus staff both within own unit and across the Organization, including all custodian of UN vehicles, generators, and other equipment.

Results Expected:

Processes work and related follow-up in an efficient and timely manner. Incumbent is expected to perform a variety of functions to support the mission, while seeking advice from supervisor, as applicable. Ensures strong client satisfaction emphasis is in place.

Competencies:

Professionalism: Strong competence in vehicles and equipment Operation, maintenance and repairs. Demonstrated use of initiative and practical problem-solving skills and ability to make appropriate linkages in work requirements and anticipate next steps. Ability to correctly interpret and assess diagnostic test results, faults or deficiencies and to determine the necessary corrective actions in an efficient and timely manner; ability to maintain accurate records and inventories; is conscientious and efficient in meeting commitments, observing deadlines and achieving results Shows pride in work and 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.

- **Planning and Organizing:** Demonstrated skills and ability to coordinate work with Self Accounting Units and maintain Key Performance Indicator of the unit. 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** – 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.

Education:

High School diploma/certificate plus relevant certification/diploma or other academic qualifications or training in mechanical or automotive engineering maintenance.

Work Experience:

At least five (5) years knowledge working in the repair, maintenance and operation of MHE/CM and vehicles, or other mechanical equipment maintenance and repairs. This period can include formal nationally recognized and accredited apprenticeship program. Experience within the UN system is an asset provided above conditions are met. Must have at least 03 years of experience in operating independently such equipment.

Language:

English and French are the working languages of the United Nations Secretariat. For this opening, fluency in oral and written English is required.

Other Desirable Skills:

Must possess national driving license at internationally recognized "C" Category or above for at least three (3) years with clean driving record, need police report to substantiate. Computer literacy, honesty, patience, full unaided physical mobility.

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 **22 May 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).