
JOB POSTING DETAILS

Posting Title:	Transport Assistant, GL-5
Job Code Title:	Transport Assistant
Opening Number:	UNMHA-2021-NJO-004
Department/Office:	The United Nations Mission to Support the Hudaydah Agreement
Location:	Hudaydah, Yemen
Type of Contract:	Fixed Term Appointment
Duration of Contract:	One year with possible extension
Posting period:	3 – 17 February 2021

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Special Notice:

This position is being advertised for advance planning purposes pending formal approval of the relevant funding and staffing structures for a duration of one year. Any appointment may be terminated, or post level adjusted in accordance with the Staff Rules for such reasons as abolition of the post, reduction in the number of staff or budget approvals, for example in the event that the funding for the post was not approved or the mandate of the mission was not extended.

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.**

Org. Setting and Reporting:

The position is located in the Service Delivery Pillar of the Mission Support Component of the United Nations Mission in Support of the Hudaydah Agreement (UNMHA). The incumbent will be based in Hudaydah, Yemen and will report to the Transport Assistant based in Hudaydah.

Responsibilities:

Within the limits of delegated authority, the Transport Assistant GL-5 level shall be responsible for performing the following duties:

- Issues vehicles in accordance with Vehicle 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 the specifications outlined in Purchase Order(s).
- Conducts random and scheduled physical verification checks.
- Maintains complete records and documents for all related transactions and entries.
- Assists in processing write-off requests 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.

Competencies:

Professionalism: Ability and experience across a broad range of administrative functions, which should include budget/work program, human resources and database management; Knowledge and application of the UN systems and Staff Regulations and Rules; A high degree of commitment to ensure the proper use of the Organization's resources; Proven capability to put all the above knowledge to work, working, independently with a high degree of responsibility; 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 and 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 and 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:

A High school diploma or equivalent is required. A valid driving license and a certificate of safe driving record is required.

Work Experience:

At least five (05) years of progressively responsible experience in transport operations management and/or administrative management is required.

Languages:

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English and Arabic (both oral and written) are required.

Assessment Method:

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview.

United Nations Considerations:

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. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

No Fee:

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.