

**United Nations Mission in Liberia
(UNMIL)**

Advertisement - Vacancy Announcement- Internal/External

Vacancy#: UNMIL-SD-TPT-17-002	Deadline: 26 January 2017
Post Title: Car Washers (Seven Positions)	Level: ICs
Organizational Unit: Transport Section	Location: Monrovia and Sectors
Initial Appointment: Initial Six (6) Month subject to funding of the post and satisfactory performance.	IMIS Post#:
	Indicative Minimum Annual Gross Salary: USD
<p>UNMIL invites qualified external/internal applicants to apply for the position highlighted above. Applicants are requested to complete form P.11 available at UNMIL Human Resources Section and attach copies of the following: Proof of Liberian nationality (Birth certificate/ Passports), educational certificates and reference letters from previous employers. Incomplete P.11 forms will not be processed. Please note that you can also apply by email to unmilrecruitment@un.org . Kindly note that applications upon receipt will be reviewed and only short-listed candidates will receive acknowledgement.</p>	

Duties and responsibilities

Under supervision, the incumbent performs the following duties:

- Ensures that the Office vehicles are kept clean for the use of authorized personnel.
- Make sure all vehicles are logged in before cleaning.
- Ensures that all vehicles taken from car wash by any staff is signed for in the daily log sheet.
- Ensures that all items including personnel belongings found in all vehicles are secure and presented to owner(s).
- Ensures that the steps required by rules and regulations of UNMIL car wash are taken.
- Performs other duties as required.

Profile Requirements:

(a) Qualification requirements

Education: A minimum education to read and write;

Experience: A minimum of 1 year practical experience in vehicles cleaning.

Languages: Ability in spoken and written English is a requirement;

(b) Competencies and values

Planning and Organizing: Ability to manage a large volume of work in an efficient manner, ability to work under pressure, with conflicting deadlines.

Teamwork and respect for diversity: Ability to establish and maintain effective partnerships and respect for diversity and gender;

Communication: Proven interpersonal skills; good spoken and written communication skills.

**Preference will be given to equally qualified women candidates.
Completed detailed applications documentation as specified above referring to
Vacancy# UNMIL-SD-TPT-17-002 should be forwarded to the attention of:
Human Resources Management Section, UNMIL Logistic Base, Star Base, Monrovia**