

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

Advertisement - Vacancy Announcement- Internal/External

Vacancy#: UNMIL-SD-TPT-17-013	Deadline: August 14, 2017
Post Title: Transport Assistant FVIU (One Position)	Level: IC
Organizational Unit: Transport Section	Location: Monrovia and Sectors
Initial Appointment: Initial Six (5) 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 the supervision of the head of unit, the incumbent is responsible for various aspects of logistical support required to maintain a mixed fleet of Civilian pattern vehicles and Heavy Mechanical Equipment. These duties include but are not restricted nor are all duties carried out by all Transport Assistant – FVIU

- Issue on a daily basis, UN Owned vehicles, trailers, vehicle attachments and equipment, (both light and heavy) on temporary or long term basis, to all Civilian and Military sections, CIVPOLS, MILOBS and Contingents of UNMIL.
- Liaise with the supervisor to identify type(s) and quantity of vehicle(s) to be issued. Using the Galileo Inventory System to ensure the vehicles are available for Issue.
- Inspect the vehicle or equipment in the presence of the client/customer for any damages/discrepancies. Ensure that all tools, accessories and safety/security equipment are in the vehicles.
- Record on the issue voucher all barcodes, serial numbers, frame/chassis numbers of the vehicle and communication devices that are mounted in the vehicles/equipment.
- Ensure that all issue vouchers are returned to the supervisor for updating of data into the Galileo inventory system. File all processed Issue or Hand-over vouchers immediately.
- Receive all vehicles or heavy equipment which was issued on temporary loan or on a long term basic that are being returned to FVIU. Inspect all vehicles or heavy equipment against the issue voucher to ensure that all tools and accessories are present in the vehicle.
- Ensure all communications equipment is present in the vehicle. Request copies of return voucher for any communication equipment which are deficient from the vehicle. Ensure all vehicles and equipment is returned in the same physical condition upon which it was issued.
- Record any damages or discrepancies on the return voucher. Request a security report from the user for any damage or discrepancies on the vehicle. Submit the return voucher to have the data updated in the Galileo Inventory
- In addition to the above, the Transport Assistant performs a variety of additional, ad-hoc tasks as and when required by the unit supervisor.

Profile Requirements:

(a) Qualification requirements

Qualification and Experience

- Minimum secondary school diploma, supplemented by courses in administration or transport and logistic operations. Successful university/college level courses in applicable areas are considered beneficial.
- Computer literacy and strong typing skills are a must, with working knowledge of the FACS and office desktop software to include spreadsheet and word processing applications.
- Minimum 3 years of secretarial and administrative experience with focus on transport or logistic operations.
- Knowledge of transport procedures in the field is a requirement.
- Prior work experience within the UN in a transport field environment is desirable.

Languages:

Fluency in oral and written English; knowledge of a second official UN language

(b) Competencies and values

Professionalism – Demonstrates ability to maintain and update on efficient filing system. Familiar with relevant computer programs.

Commitment to Continuous Learning – Willingness to keep abreast of new developments in the field.

Communications – Good communication skills and ability to make routine reports.

Planning & Organizing – work under pressure of tight and conflicting deadlines.

Teamwork – Good interpersonal skills, ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Technological awareness – Knowledge of standard UN applications.

Other – Ability to operate independently in austere environment for protracted periods.

**Preference will be given to equally qualified women candidates.
Completed detailed applications documentation as specified above referring to
Vacancy# UNMIL-SD-TPT-17-013 should be forwarded to the attention of:
Human Resources Management Section, UNMIL Logistic Base, Star Base, Monrovia**