

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

Advertisement - Vacancy Announcement- Internal/External

Vacancy#: UNMIL-SD-TPT-17-014	Deadline: August 14, 2017
Post Title: Transport Assistant – Admin Unit (One Position)	Level: IC
Organizational Unit: Transport Section	Location: Monrovia and Sectors
Initial Appointment: Initial Five (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 – Admin

- Coordinate actions related to the administrative requirements for the recruitment of individual contractors
- Raise Shopping Cart(s) in the UMOJA system and submit SC number for approval.
- Liaise with the Human Resource Management Section for ICs contracts.
- Assist in monitor leave, prepare and maintain attendance for all IC within the section.
- Consolidate monthly requests for office supplies for the section
- Provide general office support services; draft and/or processes a variety of correspondence and other communications.
- Sets up and maintain proper and up to date reference files/records (electronic and hard copies).
- Liaise with 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 Issuance
- Prepare weekly and Monthly reports.
- Maintain an effective filing system for the Section.
- Liaise with the other Units, if and when required
- 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

Qualifications 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.

Language:

Excellent command of written and spoken English is essential.

(b) Competencies and values

Professionalism – Demonstrates ability to control transport operations; ability to review alternative options and select most effective and cost efficient mode of transport of equipment, supplies and personnel. Excellent knowledge of institutional mandates policies and guidelines pertaining to transport operations and related matters; demonstrates ability to find innovative solutions to transport problems.

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

Communications – Excellent communication skills and customer relations skills.

Planning & Organizing – Ability to coordinate the work of others, work under pressure of tight and conflicting deadlines and handle multiple concurrent projects/activities.

Teamwork – Excellent interpersonal skills, including ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Technological awareness – Knowledge of standard UN applications

**Preference will be given to equally qualified women candidates.
Completed detailed applications documentation as specified above referring to
Vacancy# UNMIL-SD-TPT-17-014 should be forwarded to the attention of:
Human Resources Management Section, UNMIL Logistic Base, Star Base, Monrovia**