

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

Advertisement - Vacancy Announcement- Internal/External

Vacancy#: UNMIL-SD-TPT-17-015	Deadline: August 14, 2017
Post Title: Transport Assistant -Dispatch 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
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.	

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 – Dispatch Unit

- Schedules vehicles and drivers to meet the authorised transport requests. Conduct route planning and reconnaissance, service timetabling and traffic surveys, prepare driver rosters.
- Provide information regarding transport services and facilities.
- Coordinate the provision of ad-hoc transportation requirements including staff movement for duty purposes. Ensures the constant availability of stand-by and drivers for emergency assignments.
- Assist with drivers attendance records.
- Processes vehicle recovery requests
- Assist with Transport Request Files
- 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

- High school diploma. Valid driving license and safe driving record.
- 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 2 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.
- 3 years of progressively responsible combination of professional training/experience in transport operations management

Language:

Excellent command of written and spoken English is essential.

(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-17-015 should be forwarded to the attention of:**

Human Resources Management Section, UNMIL Logistic Base, Star Base, Monrovia