



Temporary Job Opening

Vacancy Number:	22/008
Deadline for Application:	04 December 2022
Date of Issuance:	25 November 2022
Position Title:	Transport Assistant
Position Level:	G-5
Position Number:	330907140
Duty Station:	Jerusalem

Qualified Female Candidates are strongly encouraged to apply

This is a temporary vacancy available for 364 days.

Organizational Setting and Reporting

This position is located in the Transport Unit in Jerusalem in the Office of the Special Coordinator for the Middle East Peace Process (UNSCO). The incumbent reports to Transport Assistant FS-5

Description of Duties and Responsibilities:

Under the direct supervision of Transport Assistant FS-5 and overall supervision of UNTSO Chief of Transport Unit, the incumbent is responsible for the following duties:

- Issues vehicles in accordance with Vehicles Establishment Committee (VEC) decisions and Chief of Transport (CTO) guidance.
- Raises Shopping Carts in UMOJA for Transport and Generator-related Goods and Services, under the guidance of the Transport Resources Manager (FRO).
- Raises Service Entry Sheets (SES) in UMOJA for services rendered to UNSCO and UNTSO in connection with vehicle and generator fleet operations.
- Raises Funds Pre-Commitment and Commitment in connection with vehicle and generator fleet operations under the guidance of the Transport Resources Manager (FRO) and/or CTO.
- Ensures that vehicle/asset related databases are updated.
- Enters data, updates and verifies all information and records of UN-owned transport assets in the UMOJA, Business Intelligence (BI), Supply Chain Planning Tool (SCPT).
- Raises discrepancy and defect reports for incoming assets that are not in accordance with specifications outlined in Purchase Order(s).
- Conducts random and scheduled physical verification checks in collaboration with the Manager and Staff at the Central Warehouse,(CWH), Jerusalem .
- Maintains complete records and documents of all related transactions and entries.
- Assists in processing write-off request 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: Shows pride in work and 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 ensures 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; 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. Uses time efficiently.

Technological Awareness: Keeps abreast of available technology. Understands applicability and limitations of technology to the work of the office. Actively seeks to apply technology to appropriate tasks. Shows willingness to learn new technology.

Qualifications:**Education:**

- High school diploma or equivalent is required.

Experience:

- At least five (05) years of progressively responsible experience in transport operations.

Languages:

- English and French are the working languages of the UN Secretariat. For this position, fluency in oral and written English is required.

Other:

- Possession of a valid driver's license valid for Israel and the Occupied Palestinian Territories is required. Please attach a copy to your application.
- Proficiency Microsoft Office suite including Word, PowerPoint and Excel is required.

Assessment Method:

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

Note to Applicants

- *APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED*
- *ONLY APPLICATIONS SUBMITTED THROUGH EMAIL unSCO-va@un.org WILL BE CONSIDERED*
- *ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FOR FURTHER ASSESSMENT*

How to Apply. Applications that do not comply with the below standards will not be considered:

- UNSCO Jobs page <https://unSCO.unmissions.org/jobs> includes all current Job Openings (JOs).
- Download a Personal History "P.11" form. **Any other form of application is not accepted.**
- Save your Personal History Form (P.11) and e-mail it to unSCO-va@un.org. All fields in P.11 form must be completed to the best of your knowledge.
- Attach copies of high school diploma and other relevant diplomas, certifications and/or drivers' license as indicated in the JO as a requirement or a desirable criteria.
- Include a written cover-page application.
- Indicate the JO number on the subject heading in your email.
- **Internal candidates** are required to attach two latest Performance Evaluation Documents. **External candidates and staff of other UN entities** are required to attach latest two Performance Evaluation Reports if applicable.
- Applications will be screened and evaluated against the specific criteria indicated in a particular JO, and your name may be put forward for that specific JO only.
- In view of the high volume of applications received, only those applicants who move forward in the process, will be contacted for further assessment. Those who are successful/not successful in the assessment will be notified accordingly

United Nations Considerations

At the United Nations, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity. All employment decisions are made on the basis of qualifications and organizational needs. The UN is committed to creating a diverse and inclusive environment of mutual respect. The UN recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

The UN Secretariat is committed to achieving 50/50 gender balance and geographical diversity in its staff. Female candidates are strongly encouraged to apply for this position.

The UN 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 UNO - Chapter 3, article 8). The UN Secretariat is a non-smoking environment. Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The UN is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

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

At your interview: To ensure that the very best people join the UN team we use a competency based interview process. Competency based interviews are also called "behavioural interviews" or "criterion based interviews." Such interviews are based on the concept that past behaviour and experience is the best indicator of future performance. In other words, your history tells a story about you: your talents, skills, abilities, knowledge and actual experience in handling a variety of situations. More information on competency-based interviews at <https://careers.un.org>