
MINUSTAH JOB OPENING

Internal / External

Job Title & Level:	Transport Assistant, GL-3, 2 –Positions (RE-ADVERTISEMENT)
Department/Office:	Transport Section
Location:	Port Au Prince - HAITI
Posting Period:	14 November 2016 – 21 November 2016
VACANCY ANNOUNCEMENT:	MINUSTAH-NJO-2016-097

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

The United Nations Stabilization MINUSTAH invites all interested and qualified candidates to apply for the announced job opening. All interested candidates should submit their Personal History Profile (PHP) and copies of their educational diploma/certificates and employment certificates to Recruitment & Career Development Unit (RCDU) via email at minustah-recruitment@un.org. Blank PHP and supplementary sheets are available at the MINUSTAH Bulletin Board for Internal Candidates and at the MINUSTAH website (<http://minustah.unmissions.org/recrutement>) for external candidates. Attachments/file size bigger than 10 MB should be sent in batches.

For ease of reference, please include the job opening number indicated above in the subject of your e-mail.

Organizational Setting and Reporting Line

Under the general direction of the Chief Transport Officer and the direct supervision of the OIC light workshop, the Transport Assistant shall be responsible for the technical and operational effectiveness of UN owned standard commercial pattern vehicles at the Transport base workshop reception in Port Au Prince. The incumbent shall perform the following functions:

Responsibilities:

To check-in and out UN owned light vehicles for repairs at the base workshop reception;
Perform the vehicle inspection against check list and note down any observations from the customer;
Create Galileo work order for maintenance, service and repair in accordance with customer observation and the applicable maintenance schedule and manufacture's specified standards;
Forward created job orders to service manager and maintenance unit heads.
Observe vehicle damages and check against DDR records and SIU reports in collaboration with DDR unit;
Updates the electronic work orders in the Fleet Maintenance System (FMS) to reflect accurate records;
Create daily workshop situation report and update the repair unit activities;
Provide to the CTO office the weekly and monthly logistic inputs and UNCT billing information;
Maintain and keep the work order hard copy filing system up to date.
Support customers with recovery requests and dispatch the duty mechanic, keep customers informed of repair progress and schedule maintenance appointments.
Update vehicle records and support the daily operation in accordance with Transport SOP.

May performs other related duties, as required, within the Transport workshop.

COMPETENCIES

Professionalism: - Shows pride in work and in 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 ensuring the equal participation of women and men in all areas of work.

Communication: - Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match the audience; demonstrates openness in sharing information and keeping people informed.

Client Orientation: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Education: - High school diploma is required. Appropriate technical and vocational qualifications in vehicle repair and maintenance is highly desirable.

Work Experience: - A minimum of two (2) years of work experience in logistics, automotive engineering or related area is required. Valid national driving license is required. Good working knowledge in utilizing computer software applications (Outlook, MS Word, Excel, FMS in Galileo, etc.)

Languages: - English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in oral and written French is required. Good communication and working knowledge in English is an advantage.