

External Job Opening

Date: 21 June 2018

Job opening no.:	JO/2018/006
Section:	Administrative and Logistics Unit
Functional title:	Transport Assistant
Post level:	GL-4
Duty station:	Damascus
Deadline for applications:	05 July 2018

Organizational setting and reporting relationships:

This position is located in the Office of the Administrative and Logistics Officer in the United Nations Office of the Special Envoy for Syria (OSE-Syria) in Damascus. The position reports to the Administrative and Logistics Officer.

Duties and Responsibilities:

Within delegated authority, the Transport Assistant will be responsible for the following duties:

- Processes trip tickets. Follows up in accordance with SOPs.
- Assists in preparing the mission driving orientation briefing.
- Assists in preparing and conducting written driving tests.
- Addresses routine issues. Escalates more complex issues to the attention of the supervisor.
- Assists in conducting practical driving tests in order to ensure that successful candidates are capable of safely driving the mission vehicle for which they are licensed in accordance with all road traffic, rules and regulations, both local and UN, applicable in the mission area.
- Updates and maintains a detailed database of UN staff being assessed and of issued UN permits.
- Prepares UN driving permits. Monitors driving permits records and provides updates on a regular basis.
- Compiles monthly insurance and accident reports.
- Generates reports from the electronic vehicle monitoring system (EVMS) & Fleet Log and other reports as required.
- Carries out any other duties as assigned.

Qualifications requirements:

- High school diploma or equivalent is required.
- Three (3) years of progressively responsible experience within Transport Section.
- English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English and Arabic is required. Knowledge of another official United Nations language is an advantage.
- Post-secondary technical or vocational qualification in relevant field or equivalent combination of training and experience in driving testing or nationally recognized driver-testing qualification or equivalent is desirable
- Experience in working in SAP is desirable.

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.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **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.

Submission of application:

- Please address the **fully completed and signed** application form (**P.11** or PHP) in English by e-mail to: ose-syria-recruitment@un.org
- **Only applications reflecting the job opening number applied for on the subject will be taken into consideration.**
- **Preference will be given to equally qualified female candidates.**
- **Due to the large volume of applications, we regret not being able to reply to everyone and will only contact the most suitable candidates.**
- **Your interest in the Office of Special Envoy for Syria is greatly appreciated.**