



UNITED NATIONS PEACEKEEPING FORCE IN CYPRUS

Mission Circular No. / 2021 - 0641 -

02 June 2021

TO: All UNFICYP, OSASG and CMP Personnel

FROM: Joel Cohen
Chief of Mission Support

SUBJECT: Job Opening # 156227– Heavy Vehicle Operator (G3)

1. Please find herewith, the details for the following job opening:

Post Title

Heavy Vehicle Operator, JO# 156227

Office/ Section

Service Delivery Pillar

2. Candidates are required to complete their respective Personal History Profile (PHP) in the Inspira Platform (internal candidates should register and log in through <https://inspira.un.org>, while external candidates should register and log in through <https://careers.un.org>) and submit their application through the Inspira platform no later than 29 June 2021.

3. Applicants are strongly encouraged to follow “Applicant Guide” under the “Manuals” section in Inspira, when completing their Personal History Profile.

NOTE: This message is a notification. Please open/launch the PDF attachment which serves as the only official communication in this respect. Thank you.

PDF Attachment:

No file attached

Internal Distribution: UNFICYP\unficyp-sasg-cmp-all staff

External Distribution:

cc:

bcc:

Status: Drafted



UNITED NATIONS PEACEKEEPING FORCE IN CYPRUS

P.O. BOX 25644, 1311 NICOSIA, CYPRUS – TEL: 357-22-614410 FAX: 357-22-614600

31 May 2021

Post Title:	Heavy Vehicle Operator	Work Base:	UNPA
Office:	Service Delivery Pillar	Category:	General Services
Job Opening#:	156227	Level:	GL3
Duty Station:	Nicosia HQ and Sectors	Deadline:	29 June 2021
Type of Contract:	Fixed-Term		

For further details related to the Job Opening, interested applicants are encouraged to visit the following link:

https://inspira.un.org/psc/UNCAREERS/EMPLOYEE/HRMS/c/UN_CUSTOMIZATIONS.UN_JOB_DETAIL.GBL?Page=UN_JOB_DETAIL&Action=A&SiteId=1&JobOpeningId=156227&PostingSeq=1

Posting Title : HEAVY VEHICLE OPERATOR, G3
Job Code Title : HEAVY VEHICLE OPERATOR
Department/ Office : United Nations Peacekeeping Force in Cyprus
Location : NICOSIA
Posting Period : 31 May 2021 - 29 June 2021
Job Opening number : 21-TRA-UNFICYP-156227-R-NICOSIA (M)
Staffing Exercise : N/A

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org. Setting And Reporting

This post is located in the United Nations Peacekeeping Force in Cyprus. The incumbent will report to the Senior Transport Assistant or to his/her designate.

Responsibilities

Delivers goods via a heavy truck.

Loads and unloads cargo.

Collects delivery instructions from appropriate sources.

Secures cargo for transport, using ropes, blocks, chain, binders, or covers.

Maintains logs of working hours or of vehicle service or repair status, following applicable regulations.

Follows appropriate safety procedures for transporting dangerous goods.

Takes appropriate driver rest periods during trip.

Follows all applicable traffic laws.

Follows accident procedures if an accident occurs.

Keeps truck, and associated equipment, clean and in good working order.

Performs basic vehicle maintenance checks and services, such as adding oil, fuel, or radiator fluid or performing minor repairs.

Loads and unloads trucks.

Climbs ladders to inspect loads, ensuring that cargo is secure.

Performs emergency roadside repairs, such as changing tyres or installing light bulbs, tyre chains.

Meets official personnel at Airports, deals effectively and tactfully with visiting dignitaries, and makes deliveries of documents and parcels to and from offices, Ministries and Embassies.

Experience in VIP driving and working with an International organizational desirable.

Collaborates with other operators as part of a driving team on some trips.

Performs other tasks as assigned.

Competencies

Professionalism - Knowledge of general office and administrative support. Knowledge of administrative policies, processes and procedures. 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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects 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.

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.

Education

High school diploma or equivalent is required.

Driver's training with a valid driver's license in categories B, C and D1 is required.

Work Experience

At least 2 years experience as a driver with a safe driving record. Experience in driving a variety of makes and models of vehicles including vans, trucks, and small buses

Experience in an international organization is desirable.

Languages

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

Assessment

Evaluation of candidates may include an assessment exercise.

Special Notice

Applicants to positions in the General Service category must meet the relevant employment requirements of the host country (Cyprus), including fulfilling visa or work permit stipulations.

The United Nations Secretariat Committed to achieving 50/50 gender balance on its staff. Female candidates are strongly encouraged to apply for this position

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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. The United Nations Secretariat is a non-smoking environment.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, *inspira*. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the *inspira* account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in *inspira* to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time)

on the deadline date.

No Fee

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