



UNITED NATIONS PEACEKEEPING FORCE IN CYPRUS
P.O. BOX 25644, 1311 NICOSIA, CYPRUS – TEL: 357-22-614410 FAX: 357-22-614600

Mission Circular No. / 2023-0965

6 December 2023

To: All UNFICYP, OSASG-Cyprus and CMP Personnel

From: Joel Cohen
Chief of Mission Support

Subject: **Job Opening # 222428–Senior Transport Assistant (G7)**

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

Post Title

Senior Transport Assistant G7 JO# 222428

Office/ Section

Service Delivery Section

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 **26 December 2023**.

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



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6 December 2023

Post Title: Senior Transport Assistant
Office: Service Delivery Pillar
Job Opening#: 222428
Duty Station: Nicosia HQ and Sectors
Type of Contract: Fixed-Term

Work Base: UNPA
Category: General Services
Level: GL7
Deadline: 26 December 2023

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=222428&PostingSeq=1

Posting Title : SENIOR TRANSPORT ASSISTANT SENIOR
TRANSPORT ASSISTANT SENIOR TRANSPORT
ASSISTANT, G7
Job Code Title : SENIOR TRANSPORT ASSISTANT
Department/ Office : United Nations Peacekeeping Force in Cyprus
Location : NICOSIA
Posting Period : 27 November 2023-26 December 2023
Job Opening number : 23-TRA-UNFICYP-222428-R-NICOSIA (M)
Staffing Exercise : N/A

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

Org. Setting and Reporting

This position is located in the United Nations Peacekeeping Force in Cyprus (UNFICYP), duty station Nicosia. The incumbent will report to the Chief of Service Delivery or his/her designate.

Responsibilities

Fleet Vehicle Inventory Unit duties:

- Assists in distribution of non-expendable transport assets.
- Ensures that bi-annual physical inventory of non-expendable transport assets is conducted in accordance with the established procedures and deadlines.
- Ensures that records are maintained for non-expendable transport assets, including records in fleet management databases.
- Assists in preparation of Business Object Reports.
- Ensures that vehicle write-off cases are processed in accordance with the established procedures and deadlines.
- Provides inputs for statistical report on transport fleet utilization and composition.
- Provides support in the technical evaluations of bids received from vendors through the Procurement Section.
- Ensures the constant availability of vehicles for temporary assignment in support of one-off and emergency tasks as directed by a Chief of Unit/Section.
- Ensures that transportation equipment is returned in good working order on check-out by the

outgoing personnel.

- Ensures that monthly trip tickets and Electronic Vehicle Monitoring System (EVMS) statistics of the mission vehicle fleet are processed in accordance with the established procedures and guidelines.

Transport Warehouse duties:

- Supervises the Transport Warehouse in accordance with the UN regulations and rules and applicable transport standard operating procedures.
- Ensures sufficient stock of light and heavy vehicle spare parts and issues required items to workshop mechanics and motor transport assistants.
- Conducts regular inventory checks of the Transport Warehouse stocks.
- Provides assistance in monitoring warehouse records, prepares financial and budget summaries, writes reports and submits them to a Transport Officer or a Chief Transport Officer in accordance with the established procedures and deadlines.

Transport Dispatch duties:

- Ensures the routine transportation requirements are identified within the area of responsibility.
- Establishes service timetables and driver rosters.
- Prepares and disseminates information regarding transport services and transport facilities available to customers.
- Ensures maximum utilization and effective use of vehicle and driver resources
- Ensures that all mission personnel are aware of the services available to them and communicates any changes that occur.
- Ensures the provision of regular shuttle bus services along established routes.
- Ensures the provision of ad-hoc transportation services to meet all requirements including staff and equipment movement for operational duty purposes.
- Ensures that the mechanical conditions of all vehicles and daily maintenance of the shuttle buses are performed.
- Monitors the periodic maintenance and repair of the vehicles to ensure the reliability of the transportation service.
- Ensures that files and documentation related to assigned duties are maintained and prepares reports for supervisors.
- Monitors monthly mileage and fuel consumption reports for UN-owned vehicles and confirms the return of the individually assigned vehicles upon departure of staff from the service.
- Ensures that databases to monitor the Mission personnel in possession of UN driving permits are maintained.
- Ensures that driving test assessments are conducted for UN personnel.

Transport Driver Testing / Damage Discrepancy Reporting duties:

- Maintains databases to monitor the mission personnel in possession of the UN driving permits.
- Conducts driving test assessments for the field mission staff members.

- Monitors contractual performance of vendors and verifies financial invoices.
- Provides input in the development of the Transport Unit's/Section's annual budget proposals.
- Provides input in the development of the Transport Unit's/Section's Standard Operating Procedures.
- Participates in the training activities to enhance the capacity of national staff members.
- Performs other related duties as required.

Competencies

Professionalism: Knowledge of practices and procedures for large volume of transportation operations in the Mission. 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.

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.

Education

High school diploma or equivalent is required.

Job Specific Qualifications

Work Experience

A minimum of ten (10) years of progressively responsible experience in transport operations management is required.

Experience working in international organizations is desirable.

Supervisory experience is desirable.

Languages

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

Assessment

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

Special Notice

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

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

Applicants who were placed on the local UNFICYP, OSASG-Cyprus and CMP rosters with similar functions at the same level are considered to be eligible candidates and will be receiving an email inviting them to apply for this position. Rostered applicants are encouraged to apply only if they are interested and available to take up the position at the duty station specified in the Job Opening. Applying to this job opening carries an expectation to accept the offer, if selected.

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, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural or 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.

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.

Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process.

By accepting a letter of appointment, staff members are subject to the authority of the Secretary-General, who may assign them to any of the activities or offices of the United Nations in accordance with staff regulation 1.2 (c). Further, staff members in the Professional and higher category up to and including the D-2 level and the Field Service category are normally required to move periodically to discharge functions in different duty stations under conditions established in ST/AI/2023/3 on Mobility, as may be amended or revised. This condition of service applies to all position specific job openings and does not apply to temporary positions.

Applicants are urged to carefully follow all instructions available in the online recruitment platform, *inspira*, and to refer to the Applicant Guide by clicking on "Manuals" in the "Help" tile 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.