



United Nations Assistance Mission for Afghanistan (UNAMA)
INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

Vacancy No.	46/10/2018
Post Title	Transport Assistant
Level	GL-3 (Fixed-Term)
Organizational Unit	Transport Unit
Location	Kabul HQ and Multiple duty station
Number of post	One/Rostering
Issuing Date	18/10/2018
Closing Date	01/11/2018

Important note: UNAMA will only accept properly completed and signed Personal History Form (P.11) received before closing date. CVs or Resumes will not be considered nor will late submissions after closing date.

QUALIFICATIONS AND EXPERIENCE

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

- Assists in preparing the mission driving orientation briefing;
- Assists in preparing and conducting written driving tests;
- Updates a detailed database of UN staff been assessed, tested and issued UNAMA driving permits;
- Assists with managing on-line Dispatch booking system, create user reports, provide feedback to unit chief on best practises;
- Assists in preparing UNAMA driving permits for issue;
- Compiles monthly insurance and accident/incident reports;
- Generates reports from the Electronic Vehicle Monitoring System (EVMS) 7 Fleet Log and other reports if required;
- Performs other duties as assigned;

QUALIFICATIONS AND EXPERIENCE

Education: High school diploma or equivalent is required. Post-secondary technical or vocational certificate in relevant field or equivalent combination of training and experience in database management or nationally recognised qualification or equivalent. A valid driver's license is desirable.

Work Experience: A minimum of two (2) years of progressively responsible experience in Transport/Logistics field.

Languages: Working knowledge in written and oral English is required. Fluency in Dari or Pashtu is required.

Special measure:

The minimum work experience for GL-3 is not reduced. The special measure approved by the Office of Human Resources Management (OHRM)-UNHQ is further extended until 31 May 2019 reduces the minimum required years of relevant work experience for filling positions for UNAMA General Service and National Professional Officer positions. The special measure is applicable to all applicants.

UN CORE VALUES AND COMPETENCIES

Professionalism: Shows persistence when faced with difficult problems or challenges. 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 situation; ensures United Nations Dispatch vehicle's are securely parked and vehicle keys are always stored securely with Dispatch office.

Respect for Diversity: Works effectively with people from all backgrounds; treats all people with dignity and respect; treats men and women equally; shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making; examines own biases and behaviors to avoid stereotypical responses; does not discriminate against any individual or group.

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.

Planning & 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.

APPLICATIONS

- Applicants must accurately complete, sign and date the United Nations Personal History form (P.11) and forward the duly completed signed P.11 copy by e-mail to: unamava_support@un.org
- **Required documents: Serving UN staff members: The two most recent e-Performance Evaluation Reports must be submitted with the application.**
- **For External applicants: Two most recent performance evaluation reports or if not available, two reference letters. If the applications received do not contain the latest two performance evaluation reports candidates must provide a short explanation as to why they are not available.**
- **Applicants should indicate VA Number as VA#46/10/2018 in the email subject line when submitting duly completed and signed P.11 Form. UNAMA will not consider any applications received without VA Number in the email subject line and after the closing date of the VA. Incomplete P.11 will not be accepted.**
- Please note that any information provided on the P.11 form will be considered binding.
- **The selected candidates will be subject to a reference checks process to verify the information provided in the P.11 form.**
- Only applicants who are short-listed will receive an acknowledgement within two weeks from the deadline indicated on the VA.

Qualified female candidates are highly encouraged to apply

The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.