

United Nations



Job Description for Positions requiring official secondment from national governments of Member States of the United Nations Organization

Post title and level	Transport Officer (P3)
Organizational Unit	United Nations Mission for Justice Support in Haiti
Duty Station	Port au Prince
Reporting to	Chief Technical Services Section
Duration	1 year (contract termination may be earlier than the stipulated period of the contract based on the availability of funding)
Deadline for applications	30/09/2018

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

RESPONSIBILITIES:

Under the overall guidance and supervision of the Chief Technical Services Section (HNP Capacity Building pillar), the incumbent is responsible for closely liaising with local counterparts (HNP) under the direction and oversight of his/her respective section in accordance with United Nations rules, regulations, and Mission mandate:

- Coordinate with the HNP authority in relation to documenting the conduct of inventory and inspection of all HNP vehicles.
- Assist the HNP with planning, directing, managing, coordinating and supervising programs for the acquisition, assignment, utilization, maintenance and repair, replacement and disposal of the vehicle fleet.
- Assist the HNP in the development and enforcement of policies and procedures related to vehicle fleet management.
- Assist the HNP with conducting training activities for all drivers which should include among others, traffic rules and regulations, vehicles operation and maintenance.
- Ensures that all HNP vehicles are registered and drivers have the appropriate driver's licenses.
- Maintains Data Base of HNP vehicles status and drivers.
- Provide technical advice (specifications) for purchasing new vehicles and any other expertise that will enhance the HNP fleet.
- Assist with the training of HNP Mechanics & drivers.
- Analyse and evaluate the rational use of HNP vehicles fleet following the physical survey of all HNP vehicles and motorcycles inventory.
- Develop new HNP vehicles and workshop databases in order to provide the actual needs of HNP vehicles fleet.
- Conduct regular visits to the HNP workshops to monitor and evaluate their daily activities including the development of policies and procedures related to the overall functioning of the workshop.
- Develop and monitor the proposal for mobile workshop including technical specification and list of materials with estimated price.
- Develop manuals for HNP workshop officers and drivers on fleet management practices, including spare parts record book, log book, vehicles' handbook.
- Help with renovation and management of existing workshops.
- Preparing the inventories for the equipment, tools and spare parts required for maintenance.
- Setting plans for new workshop model.
- Inspection of commissariats to find out how vehicles are utilized and maintained.

- Prepare reports based on scheduled visits to various sites throughout the mission area.
- Liaise with other engineers and mission specialists responsible for related specialized phases to reach mutual satisfactory approaches to problems by exchanging and comparing data.

COMPETENCIES:

- **Professionalism** – Knowledge of practices and procedures of large volume transportation operations. Ability to prepare and negotiate contracts with representatives of surface transportation media. Knowledge of regulations and requirements designed to ensure the safety of personnel and goods transported by contracted carriers. Ability to estimate the extent of damage or value of items lost in transit and to prepare claims documents and negotiate adjustments with representatives of insurance agencies or others involved in losses or damages. Ability to conduct research, evaluate and integrate information from a variety of sources, in order to assess impact on transport operations. Shows pride in work and in achievements. Demonstrate professional competence and mastery subject matter. Be conscientious and efficient in meeting commitments, observing deadlines and achieving results. Be motivated by professional rather than personal concerns. Show 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.
- **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 & 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.

QUALIFICATIONS:

Education: Graduation from Police College or Academy or other recognized law enforcement educational/training institution is desirable. Advanced university degree (Master's degree or equivalent) in business administration, public administration, law, engineering or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience: A minimum of five years of progressively responsible experience in surface transport operations. Qualifying years of experience are calculated following the receipt of the first level university degree recognized by the United Nations.

Languages: English and French are the working languages of the UN. For the post advertised, fluency in oral and written in French is required. The knowledge of the Creole and/or English is an advantage. The knowledge of the Creole and/or English is an advantage.

Preference will be given to equally qualified women candidates.

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