

Posting Title : Transport Officer, P3
Job Code Title : TRANSPORT OFFICER
Department/ Office : Regional Service Centre at Entebbe
Location : ENTEBBE
Posting Period : 15 October 2020-21 October 2020
Job Opening number : 20-TRA-RSCE-142985-J-ENTEBBE (M)
Staffing Exercise : N/A

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

Org .Setting And Reporting

The Department of Operational Support (DOS) was established to provide end-to-end operational support, advisory services and other solutions to operating entities across the Secretariat, including departments, offices away from headquarters, peace operations, and regional commissions.

The Regional Service Centre in Entebbe, Uganda (RSCE), was established in July 2010, following the adoption of General Assembly resolution 64/269. The Centre provides efficient, client-oriented and scalable services with the goal of moving transactional, non-location-dependent administrative functions to the Centre from its client entities. This includes transactional elements of human resources, finance, multimodal movement and control, personnel and cargo transport and information and communications technology (ICT) support. In addition to these services, the Office of the Chief RSCE and support offices through the Deputy Chief RSCE provides overall guidance on the operations of the RSCE including strategic planning, communication, budgeting, human resources management, property management, quality assurance and business intelligence, conference services, record keeping and archive management, and audit response and risk management. For more information, please visit <https://rsce.unmissions.org>.

This position is located in the Transportation and Movement Integrated Control Center (TMICC), RSCE. The Transport Officer at this level reports to the Chief of Surface Mode Transport Unit, TMICC.

Responsibilities

Under the direct supervision of the Chief Surface Mode Unit, the Transport Officer P-3 is responsible for the following duties:

- Manage the operations of the Surface Mode Unit.
- Manage the personnel under his / her supervision
- Oversee the development of training including professional training and career plans for Unit staff.
- Assist in developing surface transport administrative, logistics and technical support objectives to effectively support regional missions.
- Planning and executing the surface movement of cargo and /or passengers.
- Plan the movement requested by the RSCE client missions ensuring that safe, efficient and cost-effective movement support is provided.
- Conduct a technical analysis of its feasibility and, if it is deemed feasible, plan how best to perform the task and with specific assets.
- Conduct a comprehensive cost benefit analysis for regional surface transport.
- Provide customers and other stakeholders a detailed execution plan.
- Review the regional freight forwarding concept in consultation with Regional Procurement Officer (RPO) for viability of a regional contract.
- Assist in developing and implementing surface transport standard operating procedures (SOPs) in compliance with the UN MovCon Manual and host country laws and regulations.
- Assist in developing plans for the efficient and cost-effective utilization of TCC assets, UN assets, and assets of other UN agencies.
- Conduct capacity surveys of relevant transportation infrastructure in the region, including potential transport commercial contractors.
- Liaise closely with supported missions and other UN agencies concerning surface movement matters.
- Identify movement needs and determine how best to fulfil them utilizing available surface assets.
- Develop plans and routing for surface transport tasks.
- Implement the plans and coordinate the projected tasks and support requirements.
- Assign assets to perform each identified task and ensure that assets are tasked to achieve maximum cost effectiveness for supported missions.
- Monitor the technical and safety performance of surface transport assets and keep a record of their utilization and scheduled maintenance.
- Maintain a forecast of asset availability.
- Where appropriate, develop and publish regular task schedules for surface transport assets.
- Develop and maintain close working relations with motor carriers, water transport companies, and railway companies operating in the region.
- Coordinate with other UN agencies, NGOs, government agencies for movement requests related issues requiring planning and execution.
- Assist in developing and implementing a training program of UN surface transport operators to ensure that they are adequately trained to operate in the region.
- Implement surface transport safety and maintenance procedures and those on safe driving practices.
- Ensure that the surface transport fleet is adequately equipped with all necessary tools and safety equipment to enable it to operate safely.

- Provide input for the annual budget forecast of expenditure on surface movements.
- Monitor surface transport expenditure and ensure that it remains within the approved budget
- Carry out any other duties as assigned by the Chief Surface Mode Unit.

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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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.

Education

Advanced university degree in business administration, public administration, transport / logistic management, engineering, law or other relevant field. A first-level university degree in combination with two (2) additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of five (5) years of progressively responsible experience in surface transport operations or related area is required.

United Nations experience, particularly with a United Nations field operations and/or professional experience with a UN agency in the field, or similar international organization is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the advertised post, fluency in English, both oral and written is required; Knowledge of another UN official language is desirable.

Assessment

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

Special Notice

- This position is temporarily available for an initial period of three (3) months. If the selected candidate is a staff member from the United Nations Secretariat, the selection will be administered as a temporary assignment.
- While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post.
- Subject to the funding source of the position, the eligibility for this temporary job opening may be limited to candidates based at the duty station.
- This temporary job opening may be limited to "internal candidates," who have been recruited through a competitive examination administered according to staff rule 4.16 or staff selection process including the review of a central review body established according to staff rule 4.15.
- Pursuant to section 7.11 of ST/AI/2012/2/Rev.1, candidates recruited through the young professionals programme who have not served for a minimum of two years in the position of their initial assignment are not eligible to apply to this position.
- Staff members of the United Nations common system organizations who will reach the mandatory age of separation or retirement within the duration of the current temporary need period are not eligible to apply. Submitting an application or selection for the current temporary job opening does not delay or increase the mandatory age of separation.
- Retirees above the mandatory age of separation who wish to be considered for the current temporary job opening must indicate the reason for their last separation as "retirement." Such retirees shall not be employed by the Organization, unless (a) the operational requirements of the Organization cannot be met by staff members who are qualified and available to perform the required functions; and (b) the proposed employment would not adversely affect the career development or redeployment opportunities of other staff members and represents both a cost-effective and operationally sound solution to meet the needs of the service.

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.