

# UNITED NATIONS

United Nations Organization Stabilization  
Mission in the Democratic Republic of  
the Congo



# NATIONS UNIES

Mission de l'Organisation des Nations  
Unies pour la Stabilisation en République  
Démocratique du Congo

**Job Opening Reference:** RSCE/GJO/009/11/2018

**Issuance Date:** 23 November 2018

**Deadline Date:** 07 December 2018

**Type of contract:** Fixed-Term Appointment

**Duration:** 1 year (subject to renewal)

**Department:** MONUSCO-Entebbe Support Base

**Scheduled date for taking up appointment:** ASAP

<b>Title: Associate Transport Officer</b>	<b>Grade: NO-B</b>	<b>Duty Station: Entebbe, Uganda</b>
<b><u>PLEASE NOTE THAT THIS IS A LOCALLY-RECRUITED POSITION, RESTRICTED TO UGANDAN NATIONALS AND/OR LEGAL RESIDENTS OF UGANDA</u></b>		
<b>Women are strongly encouraged to apply</b>		

- Equally-qualified female candidates will be given priority for selection (DPKO Under-Secretary General's Policy Statement on Gender Mainstreaming).

## **Org. Setting and Reporting**

This position is within the Transport Section of the United Nations Organization Stabilization Mission in DRC (MONUSCO), located in the Entebbe Support Base. The Transport Officer will report to the Chief Transport Officer

## **Responsibilities**

Within delegated authority, the Associate Transport Officer will be responsible for the following duties:

- Acts as the Regional Coordinator for the Transport Unit and is responsible for supporting the mission Sector Motor Transport Officers (MTOs) to include the provision of procedural guidance about policy and best practices, the facilitation of support/supply requests, the reinforcement of employee development and appraisal;
- Participates in the development and implementation of the Vehicle Establishment Program by the decisions of the Mission Vehicle Establishment Committee and the current Department of Peacekeeping Operations/Department of Field Support policies and directives on the acquisition, receipt, distribution, maintenance, utilisation and disposal of the surface transport fleet;
- Participates in the development and implementation of the Mission Vehicle Acquisition Plan, the Mission Vehicle Maintenance Plan and the Mission Vehicle Recovery Plan to ensure that a field mission fleet is optimised to meet operational requirements;

- Participates in the development and implementation of the Active Road Accident Prevention and Road Safety Programs for a field mission;
- Participates in the development and implementation of a cost-effective plan for the surface transport resupply within regions/sectors in a field mission, determining the appropriate means of transport including outsourcing activities;
- Supervises regional transport office and ensures efficient inventory control and accurate physical annual checks of vehicles and equipment. Liaises with other UN units/sections, non-government and government organisations and intergovernmental agencies on surface transport matters;
- Participates in the development and implementation of standard operating procedures for surface transport regional operations in a field mission;
- Determines in consultation with the supervisor, the technical specifications for goods and services, reviews responses to bids and conducts technical evaluations to ensure that vendor's proposals meet technical requirements;
- Supports the Regional Transport Officers (RTO) in coordinating the requisition process with purchasing authorities;
- Oversees contracts for the provision of goods and services and evaluates vendor's performance in coordination with the Contracts Management Unit and/or the Procurement Section;
- Participates in monitoring quality control/quality assurance procedures ensuring that they are implemented and that the work processes comply with the established regulatory regime;
- Ensures that UN vehicles are used following UN regulations and rules, and that vehicle usage data is correctly recorded. Ensures the accuracy and validity of data recorded in the management information systems;
- Participates in various field mission administrative bodies such as the Local Committee on Contracts, the Vehicle Establishment Committee, the Tender Committee, the Local Property Survey Board, the Advisory Committee on Traffic Safety and the Boards of Inquiry, as appropriate;
- Participates, in collaboration with insurance specialists, in resolving problems related to insurance policies for surface transport;
- Participates in the development of the Transport Unit's/Section's Staffing Table;
- Supports the Regional Transport Office in the management of the allocation and rotation of appropriate work assignments;
- Coordinates the Unit's annual budget proposal, annual work plans and performance assessments;
- Supervises personnel under the area of responsibility and evaluates staff performance. Ensures compliance with UN policies on workplace safety and environmental protection;
- Supports the development and implementation of the Transport Section's Training Plan; coordinates with UNHQ training courses, workshops and other related training activities;
- Performs other related duties as required.

### **Competencies:**

**Professionalism:** Strong administrative/managerial background and substantive experience in all front office focal operations; good working knowledge of budget management, financial transactions and logistics operations; strong analytical skills and good capacity to measure target output and tasks; sound

judgment in applying expertise to resolve a range of issues/problems, completing in-depth analyses and formulating conclusions/recommendations; result oriented and ability to accurately prioritize work/tasks; ability to provide administrative guidance to new/junior staff; commitment to implementing the goal of gender quality by ensuring the equal participation and full involvement of women and men in all aspects of peace operations.

**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 audience; demonstrates openness in sharing information and keeping other informed.

**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.

## **Qualifications**

### **Education:**

- Advanced University Degree (Master's degree or equivalent) in Business Administration, Management, Logistics, or any closely related field is required.
- A first-level University Degree in combination with an additional four (4) years of qualifying experience may be accepted in lieu of the Advanced University Degree.
- Additional study or training in Operations and Logistics Management is desirable.

### **Work Experience:**

- At least two (2) years of progressively relevant experience in the case of a master’s degree, in Logistics Management, Administration or a closely related area is required.
- A minimum of four (4) years progressively relevant experience in the case of a bachelor’s degree, in Logistics Management, Administration or a closely related area is required.
- A combination of professional training certification and experience in transport operations management/administration is desirable.
- Experience with the United Nations or an International organisation is desirable.

### **Languages:**

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

## **Required documents**

- Signed Personal History Profile (visit <https://inspira.un.org> to generate a PHP)
- Latest performance evaluation report
- Copies of your highest certificate and diplomas

#### **ADDITIONAL COMMENTS**

- This position is funded for an initial period of one year and may be subject to extension of MONUSCO's mandate. The position is OPEN TO NATIONALS OF UGANDA AND / OR LEGAL RESIDENTS OF UGANDA ONLY.
- Evaluation of qualified candidates will include an assessment exercise which may be followed by competency-based interview.
- 🔗 All applicants are strongly encouraged to apply using a Personal History Profile (visit <https://inspira.un.org> to generate a PHP) as soon as possible after the job opening has been posted and well before the deadline stated in the job opening.
- 🔗 **PLEASE NOTE THAT ONLY APPLICATIONS SUBMITTED TO THE EMAIL ADDRESS: [rsce2-recruitment@un.org](mailto:rsce2-recruitment@un.org) WILL BE CONSIDERED. NO HAND-DELIVERED APPLICATIONS WILL BE ACCEPTED.**
- **PLEASE ENTER THE REFERENCE OF THE JOB OPENING IN THE SUBJECT LINE OF YOUR E-MAIL.**
- All documents required must be provided at the time of submission. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission.
- **PLEASE NOTE THAT ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FURTHER.**