

UNITED NATIONS VERIFICATION MISSION IN COLOMBIA JOB OPENING

Internal / External

Job Title & Level:	Associate Transport Officer, NOB
Department/Office:	UN VERIFICATION MISSION IN COLOMBIA, Transport Team
Location:	Bogota, COLOMBIA
Posting Period:	12 October 2022 – 26 October 2022
Job Opening Number:	UNVMC-NJO-2022-041 Temporary Appointment until 31.12.2022 with the possibility of extension

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

IMPORTANT NOTE:

The Human Resources Unit invites all interested and qualified candidates to apply to the announced position. All interested candidates should submit their applications using the P11 form, which can be found at <https://colombia.unmissions.org/empleo>, or Personal History Form (PHP) (**CVs will NOT be accepted**). Please review that your application, either P-11 or PHP is properly signed and has information on your contact details: email address and telephone numbers. You must send your application to the following e-mail address: mcrecruitment@un.org

Please be advised that only applications using the UN P-11 or PHP form will be reviewed. Please do not submit any additional certificates/diplomas, employment letters and other documents at this stage of the application process. **Kindly ensure that you include the job opening number for the above position in your e-mail application.** Only short-listed candidates will be contacted.

Only Colombian Nationals are eligible to apply for this Job Openings.

If you are an internal candidate with a Fixed Term, Continuing or Permanent Appointment within the UN Secretariat, please attach the last 2 performance evaluations to your application. If you are employed by an entity of the United Nations Common System, please indicate your category and level.

As per the Secretary General's Gender Parity Strategy, the United Nations Secretariat is committed to achieving 50/50 gender balance. Female candidates are strongly encouraged to apply for this position.

#United_for_Gender_Parity. Candidates interested to work for the United Nations Verification Mission in Colombia may wish to check out our Realistic Job Preview videos to get an idea of the living and working conditions in different duty stations in Colombia.:<https://www.youtube.com/playlist?list=PL-8SCKVjge3073SwTDG1VQf1oLTWfUQ4>

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 and 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.

Organizational Setting and Reporting Relationships:

This position is located in the United Nations Verification Mission in Colombia (UNVMC), Transport Team. The incumbent will report to the Transport Officer.

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

- Acts as the Regional Coordinator for the Transport Team and is responsible for supporting the mission Sector Motor Transport Officers (MTOs). This includes the provision of procedural guidance with regard to 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 in accordance with 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, utilization 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 in order to ensure that a field mission fleet is optimized 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;
- Liaises with other UN units/sections, non-government and government organizations 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 supervisor, technical specifications for goods and services, reviews responses to bids and conducts technical evaluations to ensure that vendor's proposals meet technical requirements;
- 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 they are implemented and plans, as well as work processes, comply with the established regulatory regime;
- Ensures that UN vehicles are used in accordance with 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 Team/Section's Staffing Table;
- Supports the Regional Transport Office in the management of the allocation and rotation of appropriate work assignments;
- Coordinates the Team's annual budget proposal, annual work plans and performance assessments;
- Supervises personnel under area of responsibility and evaluates staff performance. Ensures compliance with UN policies on the workplace safety and environment 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.
- Assist to CTO in developing the performance monitoring plan, manage the information system, and transition to data-driven transport operation.
- Assist to CTO in formulating Transport's Budget and advises the Transport Officer regularly on budget performance (actual expenditure vs planned). Assist preparing transport team's spending plan and monitors monthly expenditures.
- Ensures that all UNVCMC policies are applied and followed thoroughly across all processes, including adherence to UNVCMC code of conduct and ethics, and integrates a gender-sensitive approach in all functions.
- Performs other related duties as required.

Core values:

Professionalism: Knowledge of transport and travel-related processing requirements; ability to recognize and act in the face of conflicting priorities. 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.

Competencies:

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.

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 people informed.

Education:

Advanced university degree (Master's degree or equivalent) preferably in business administration, economics, logistics, transport management or mechanical engineering

is required. 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.

Any specialized training certificates in Contracts Management, Transport management, is desirable.

Experience:

A minimum of two (2) years of progressively responsible experience in Transport operations, movement control, multi-modal transportation, logistics management or a related field is required.

Experience in managing fleet contracts is desirable.

Experience using ERP/SAP systems (i.e Umoja) is desirable.

Experience working with MS Office and Power Bi is desirable.

Languages:

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

NOTE: Fluency equals a rating of "fluent" in all four areas (read, write, speak, understand) and "knowledge of" equals a rating of "confident" in two of the four areas.

United Nations Considerations

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law.

Candidates may subject to screening against these standards, including but not limited to whether they have committed or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

The United Nations shall place 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. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

The United Nations is taking steps to improve gender parity at all levels. We are committed to an inclusive culture and exciting opportunities for women in security therefore, female applicants are highly encouraged to apply.

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.