



**United Nations Assistance Mission for Iraq (UNAMI)**  
**INTERNAL /EXTERNAL JOB OPENING**

Vacancy No.	<b>204265</b>	Deadline	<b>26 March 2023</b>
Post Title	<b>Transport Assistant</b>	Level	<b>GL-4</b>
Organizational Unit	<b>Surface Transport Section</b>	Location	<b>Temprrory job opening ,Baghdad</b>
VA Date	<b>12 March 2023</b>		

**DUTIES AND RESPONSIBILITIES**

Under the guidance of the Chief Transport Officer and direct supervision of the Workshop Manager, the incumbent will be fully responsible for the following duties:

- Services and repairs vehicles in accordance with vehicle manufacture standards and Schedules.
- Identifies, diagnoses and rectifies various mechanical and electrical faults.
- Conducts electrical/electronic diagnostics and have the ability to use the latest vehicle diagnostic tools and equipment.
- Ensures that all relevant safety procedures have been followed when repairing and fitting replacement parts.
- Coordinates the provision of ad-hoc transportation requirements.
- Assists in the selection and recruitment of dispatch drivers.
- Updates and maintains a detailed database of vehicle usage summaries and statistics as may be required.
- Prepares and disseminates information regarding transport services and transport facilities available to mission personnel.
- Carries out any other duties as assigned.
- This position is temporarily available until 31 December 2023. 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.
- 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.
- All non-Iraqi applicants need to have a valid work permit for Iraq and need to upload a copy of such a work permit.
- Applicants must ensure that their name in the application matches the name on their national

passport or Government provided national Identification Document (ID). A discrepancy between the name in the applicant's application and national ID/passport may impact the recruitment process.

- The United Nations Secretariat is committed to achieving 50/50 gender balance and geographical diversity in its staff. Female candidates are strongly encouraged to apply for this position.

### QUALIFICATIONS AND EXPERIENCE

**Education:** High school diploma or equivalent is required.

**Experience:** A minimum of seven (7) years of progressively responsible experience in the field in administrative services, finance, accounting, audit, human resources or related area.

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

### UN CORE VALUES AND COMPETENCIES

**Professionalism:** - Fully conversant with all mechanical repairs for light and commercial vehicles both gasoline and diesel-fueled. 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 area of work.

**Client Orientation:** - Considers all those to whom services are provided to be "clients" and seeks to see things from the 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 a client informed of progress or setbacks in projects. Meets timeline for delivery of products or services to clients.

**Technological Awareness:** Keeps abreast of available technology; Understands applicability and limitation of technology to the work of the office; Actively seeks to apply technology to appropriate tasks; Shows willingness to learn new technology.

### APPLICATIONS

This job opening is advertised on the United Nations Secretariat's talent management platform, Inspira. To submit an application, click "Apply Now" after following this link:

<https://careers.un.org/lbw/jobdetail.aspx?id=204265&Lang=en-US>

Only applications submitted through Inspira will be considered for this job opening. Applicants must have an Inspira account to create and submit applications. Staff members are assigned an employee account upon appointment with their index number as the User ID. Other applicants may create an account.

For guidance on building and submitting applications, refer to the "Applicant Guide" available on the "Manuals" page. To access this page, click "Manuals" on the top of the Inspira homepage after logging into your account.

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