

Vacancy Announcement

Post title: Driver and Logistics Assistant - EUCOPPS
Vacancies No.: 2008/UNOPS/JMOC/VA007
Duration: 01/06/2008 through 01/06/2009
Duty station: Ramallah
Deadline: 28 May 2008

Background:

The United Nations Office for Project Services Jerusalem Operations Center (UNOPS JMOC) was established in East Jerusalem in late 2006. Its aim is to provide the United Nations sister agencies and the humanitarian and development sectors within the occupied Palestinian territories with professional project implementation services.

Duties and Responsibilities:

Under the direct supervision of the Project Finance & Administration Specialist and overall supervision of the Center Coordinator and Project Manager, the Driver/Logistics Assistant will be responsible for the following tasks:

- Transport the authorized personnel in both normal and armored vehicles
- Ensure cost-savings through proper use of office vehicles through accurate maintenance of daily vehicle logs, provision of inputs to preparation of the vehicle maintenance plans and reports, vehicles use tracking, cost recovery, and other administrative duties.
- Interact with entities of the UN, GOI, and PA in regards to transport related matters
- Ensure availability of all the required documents/supplies including vehicle insurance, vehicle logs, maps of the area of transit, first aid kit, security related items and necessary spare parts in the assigned vehicle
- Ensure all immediate actions required by rules and regulations are taken in case of involvement in traffic accidents
- Compile monthly trip tickets and Car Log statistics of the project vehicle fleet and prepare regular reports and invoices for submission to the supervisor
- Conduct accident damage assessments, process vehicle accident report and participate in Board of Inquiry and raise Damage Discrepancy Report as required.
- Perform dispatch duties, including downloading of information from the Car Log system, in line with the established procedures set out in the UN Field Administrative guidelines and Logistics directive.
- Translate documents as required including bills, invoices and receipts etc, to and from Arabic, Hebrew and English
- Licensed/qualified to operate armored vehicles and provide basic maintenance to armored vehicles.
- Assist in preparations for events, office support and general administration.

Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards
- Contributes to a good team spirit, motivates and interact with team members well
- Manages tasks in a timely manner and of high quality

Qualifications:

- Secondary Education diploma
- Valid Public driving license for Israel, West Bank and Gaza, truck and bus driving license is an asset.
- Minimum of 5 years experience in driving, with no driving related convictions
- Extensive knowledge of driving rules and regulations
- Appropriate ID to drive in/out of Israel, West Bank and the Gaza Strip
- Excellent physical condition
- Knowledge of car mechanics and maintenance
- Excellent written and spoken English and Arabic, Hebrew
- Good knowledge of road systems throughout Israel, West Bank and the Gaza Strip

To Apply: Interested candidates should apply by sending their CV and cover letter by either:

Fax: 02-628 1586 specifying in their fax title Driver/Logistics Assistant; or
E-mail: JoumanaS@unops.org specifying Driver/Logistics Assistant in the Subject line or
Accessing <http://jobs.undp.ps>

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"UNOPS is an equal opportunity employer: applications from men and women will be considered equally"

