



MINUSCA VACANCY ANNOUNCEMENT
Internal / External

Post title:	International Individual Contractor – Vehicle Technician
Number of posts:	02
Section:	Transport
Duty stations:	Kaga Bandoro
Issuance date:	02 March 2018
Closing date:	08 March 2018
Vacancy Number:	MINUSCA-2018-IC-029
Duration of Contract	Six months initial duration (with possibility of extension subject to evaluation of performance).

A. GENERAL JOB DESCRIPTION

The incumbent will work directly in support of the Office of the Transport Officer in one of the HQ or Regional Transport Field offices in the mission. The incumbent must be capable of organizing workshop flow and assisting with workshop administrative matters; track and monitor the fleet of UN-owned vehicular assets and non-expendable items including workshop tools and equipment via a combination of electronic inventory management tools; dispatching of passengers and cargo for workshop; troubleshoot and conduct quality repairs on a range of light and medium passenger and utility vehicles; repair and service a range of trucks, engineering equipment, airfield equipment and material handling equipment; supervise the recovery of broken-down vehicles

B. DUTIES AND RESPONSIBILITIES OF VEHICLE TECHNICIAN

The primary duties and responsibilities of this position include:

- Supervises and coordinates transport administrative requirements including, opening and closing of work orders; fleet distribution (sector office); role of attendance monitor and other clerical work under the supervision of the Transport Officer/supervisor;
- Acts as the focal point for transport matters, and is required to respond and provide clients with assistance in transport matters;
- Ability to coordinate and supervise mechanics and drivers
- Ability to perform vehicle inspections, maintenance and repairs in accordance with the United Nations standard of operations and manufacturers standards/recommendations.
- Knowledge of relevant safety procedures when repairing and fitting replacement parts and lubricants on vehicles, in workshop environment.
- Assists in identifying, diagnosing and rectifying various faults, plus assists with the identification of required parts
- Ability to identify, diagnose and rectify various electrical faults on Heavy trucks and equipment.

- Monitor the overall performance of the fleet maintenance and servicing and ensure work orders are opened and closed in Galileo or UMOJA
- Conduct accident damage assessments and prepare technical reports
- Liaise with TPT Acquisition planner on procuring and verifying vehicle parts, tools and other necessary workshop equipment ordered for region/HQ
- Ability to identify essential spare parts required for repairs and servicing
- Knowledge of vehicle monitoring system and perform routine inspection of operation
- Knowledge of forecasting, ordering and receipt of spare parts and equipment required for maintenance and repairs.
- Follow relevant workplace safety procedures in the repair of vehicles
- Conduct accident damage assessments and prepare technical reports
- Liaise with TPT asset manager on field office requirement including verification in order to revamp workshop facility to the required standard.
- Ability to identify essential spare parts required for repairs and servicing
- Performs other duties as assigned by the Transport Officer/Supervisor.

E. QUALIFICATIONS

Education:

Secondary school education plus five (5) years apprenticeship training in related technical field..

Experience:

At least 8 years working experience in motor industry or related field.

Demonstrates ability to drive commercial pattern vehicles. Excellent knowledge of institutional and local policies and road traffic regulations Knowledge of the Galileo system Ability to diagnose and record vehicle faults when receiving at the workshop from clients; Ability to communicate with clients to diagnose and pin-point technical problems;

Ability to coordinate work with others, work under pressure of tight and conflicting deadlines and handle concurrent activities

Knowledge of UN standard applications such as Excel and Word;

Familiarity with the workshop and spare parts store procedures to ensure that all work orders are properly processed immediately.

Ability to read spare parts catalogues and search the Galileo database for extract information on availability and cost of spare parts required for repairs..

Language:

French & English are the working languages of the United Nations.

E. COMPETENCIES

Demonstrated ability and experience in working with marginalized groups and diverse youth populations living in under-served communities, and ability to consider and construct practices which acknowledge a knowledge of using community-based approaches to intervene with vulnerable populations and with vulnerable persons; and incorporate their experiences.

Professionalism:

- Ability to apply engineering skills and to participate in engineering projects, including preparation of cost estimates, research of data and preparing graphs.
- Ability to identify and analyze engineering data of significant depth and complexity. 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.

Teamwork:

- Works collaboratively with colleagues to achieve organizational goals
- Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others
- Places team agenda before personal agenda
- Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position
- Shares credit for team accomplishments and accepts joint responsibility for team shortcomings

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

HOW TO APPLY

APPLICATIONS SHOULD INCLUDE:
A COVER LETTER INDICATING THE VACANCY ANNOUNCEMENT NUMBER ([MINUSCA-2018-IC-029](#)), ACCOMPANIED
BY CV/RESUME/PHP WITH DETAILED ACHIEVEMENTS.
THESE MUST BE SEND ELECTRONICALLY TO: minusca-consultants-ic-cell@un.org
WITH THE VACANCY ANNOUNCEMENT NUMBER
ALONG WITH WORK CERTIFICATES / ATTESTATIONS AND EDUCATIONAL CREDENTIALS.