

**United Nations Mission in Liberia  
(UNMIL)**

**Vacancy Announcement- Internal/External)**

<b>Vacancy#:</b> UNMIL-DMS-TPT-17-2275	<b>Deadline:</b> Monday, 27 February 2017
<b>Post Title:</b> Transport Assistant (One Position)	<b>Level:</b> GL-3
<b>Organizational Unit:</b> Transport Section	<b>Location:</b> Monrovia
<b>Initial Appointment:</b> Temporary Job Opening	<b>IMIS Post #:</b> 57431
<b>Indicative Minimum Annual Gross Salary:</b> USD \$ 10,289.00	

UNMIL invites qualified external/internal applicants to apply for the position highlighted above. Applicants are requested to complete form P.11 available at UNMIL Human Resources Section and attach **copies** of the following: **Proof of Liberian nationality (Birth certificate/ Passports), educational certificates and reference letters from previous employers. Incomplete P.11 forms will not be processed. Please note that you can also apply by email to [unmilrecruitment@un.org](mailto:unmilrecruitment@un.org) . Kindly note that applications upon receipt will be reviewed and only short-listed candidates will receive acknowledgement**

Description of Main Duties:

Within delegated authority the Spare Parts Requisitioning Assistant will report to the Chief Transport Officer.

The Spare Parts Requisitioning Assistant at GL-3 Level will perform the following duties:

- ☐ Prepare Projections for requisitions and processes Low value Acquisition Purchase Orders for UNMIL Transport Section Vehicle fleet:- spare part, accessories and workshop tools and equipment.
- ☐ Obtain and establish technical data from vehicles, machines and equipment for proper projectioning of requirements for requisitioning.
- ☐ Verify spare parts through vehicle's Electronic spare part catalogue.
- ☐ Technically evaluates vendor's offer or offers
- ☐ Prepare inter-office memorandum related to clarifications in the requisitioning process. Respond to vendor's queries related to clarifications or adjustments to be made in the requisitioning process.
- ☐ Maintain an updated tracking sheet of shopping carts raised and purchase orders generated.
- ☐ Follow up with Procurement section on the progress of requisitions approved and submitted.
- ☐ Conduct periodic risk assessment of the entire Transport electronic warehouse and conducts periodic reduction projection.
- ☐ Mapped expendables in preparation for the decommissioning of Galileo.
- ☐ Receive and technically certifies Transport spare parts and workshop tools and equipment during the Receiving and Inspection Process.
- ☐ Evaluate requests from the sectors in coordination with supervisor.
- ☐ Generate Provisional Condemnation Certificate, Write-off Requests and Write-off Vouchers for Non-Expendables in Galileo to facilitate write-off process.
- ☐ Participate in the Board of Survey of written-off assets.
- ☐ Source urgently required spare parts from verified vendors for Transport Section's Machines and Vehicles.
- ☐ Facilitate the arrangement of Assets to be shipped to other missions.
- ☐ Perform any other duty as assigned by the supervisor and senior Management.

Competencies:

Education:

High School diploma or equivalent.

Experience in transportation occupation with emphasis on spare parts.

Knowledge of supply chain management.

Knowledge of Microsoft word and Excel, Spreadsheet and word processing is required.

Knowledge of UMOJA or Enterprise Resource Planning (ERP), and Galileo is an advantage.

Experience: At least 3 years of progressively responsible experience as Transport Spare Parts Assistant

Commitment to Continuous Learning - Willingness to keep abreast of new developments in the field

Communication: Excellent communication skills.

Planning and Organizing - Ability to coordinate the work of others, work under pressure of tight and conflicting deadlines and handle multiple concurrent projects/activities.

Teamwork - Excellent interpersonal skills, including ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Technological Awareness - Knowledge and developments in computer software.

Languages: Fluency in spoken and written English is essential.

Other Desirable Skills: Valid Driving license.

**Preference will be given to equally qualified women candidates.**

**Completed detailed applications documentation as specified above referring to**

**Vacancy # UNMIL-DMS-TPT-17-2275 should be forwarded to the attention of:**

**Support Team, Human Resources Management Section, UNMIL Star Base, Bushrod Island, Monrovia**