

## ADVERTISEMENT

### United Nations Military Observer Group in India and Pakistan (UNMOGIP) JOB OPENING- Transport Assistant, GL-4 ISLAMABAD

Issuance Date: 10 October 2021  
Deadline Date: 09 November 2021  
Type of contract: Fixed Term Appointment  
Department: Transport Section (UNMOGIP)  
Title: Transport Assistant  
Grade: GL-4  
Duty Station: Islamabad, Pakistan

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#### **Org. Setting and Reporting:**

This position is located in the Transport Section of the United Nations Military Observers Group in India & Pakistan (UNMOGIP) in Islamabad. The Transport Assistant shall perform the functions in areas of Administration and Operations Support. The incumbent perform the duties under the direct and overall supervision of Chief Transport Officer. Within delegated authority, the Transport Assistant shall be responsible for the following duties:

#### **Main Duties and Responsibilities:**

- Performs a wide range of office support and administrative functions.
- Drafts routine correspondence such as memos, emails, note verbal, reports and other correspondence and communications; uses standard word processing package to produce a wide variety of large, complex documents and reports.
- Monitors processes and schedules related to the unit/section's outputs, products, tasks etc.
- Schedule appointments with Ministry of Foreign Affairs, Custom Authorities and other Government offices pertaining issues related to vehicle registrations, disposal, destructions both United Nations Owned Equipment and Privately Owned Vehicles etc.
- Assists in researching, compiling and organizing information and reference materials from various sources for reports, work plans, studies, briefings, meetings/conferences, etc.
- Generates a variety of standard statistical and other reports, work orders, etc., using various databases.
- Assists the supervisor in reviewing documents and edits texts for accuracy, grammar, punctuation and style, and for adherence to established standards for format.
- Provides secretarial, administrative and logistics support to meetings, boards, committees, conferences, etc.
- Assists in the preparation of presentation materials using appropriate technology/software.
- Maintains calendar/schedules; monitor changes and communicates relevant information to appropriate staff inside and outside the immediate work unit.
- Performs data entry functions.
- Performs general administrative tasks (e.g. leave and attendance recording, arrangements for meetings and other events, reservations, budget follow-up, etc.), to include preparing and/or processing administrative requests/documents (e.g. requisitions, purchase orders, travel requests, contracts, expenditure authorizations, etc.).
- Maintains files (both paper and electronic) and databases for work unit/section.

- Manage and handle petty cash accounts.
- Assists in providing software and office equipment support.
- Provides guidance to less experienced staff on general office processes and procedures, computer applications, etc.
- Performs other duties as assigned.

**Results Expected:** Effectively delivers of a wide range of administrative and office support functions under moderate supervision. Regularly assists in drafting routine correspondence and other communications. Accurately and in a timely manner, produces a range of documents, reports and other outputs. Appropriately applies relevant policies, guidelines, procedures and processes. Establishes effective working relationships with internal and external contacts at all levels.

**Competencies:**

**Professionalism:** Ability to analyze the tactical elements of vehicular support to clients: familiarity with rules and regulations related to UN Owned Equipment (UNOE); awareness of procedures related to fleet maintenance. 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 all areas of work. **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. **Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from 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 clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client. **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 shortcoming.

**Qualifications:**

**Education:**

High school diploma or equivalent.

**Work Experience:**

- A minimum of 3 years of progressively responsible experience in administration, logistics support or related area is required. Skills in drafting correspondence and the use of Microsoft Office Suite, Spreadsheets (MS-Excel), Word processing (MS-Word) and Powerpoint are required.

**Language:**

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written in English and Urdu is required. Knowledge of another official United Nations language is an advantage.

**Assessment:**

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview.

**Closing date: 09 November 2021**

Applicants must apply by completing UN Personal History Profile (PHP) and forward your completed UN PHP application together with cover letter to [unmogip2@un.org](mailto:unmogip2@un.org), Only applications received on the PHP format by the closing date will be accepted.

Please complete the UN Personal History Profile (PHP) on INSPIRA at <https://inspira.un.org/>.

Instructions on completing the PHP are available in below link.

[https://unmogip.unmissions.org/sites/default/files/instructions\\_on\\_how\\_to\\_create\\_php\\_in\\_inspira.pdf](https://unmogip.unmissions.org/sites/default/files/instructions_on_how_to_create_php_in_inspira.pdf)

**Qualified female candidates are strongly encouraged to apply.**

**United Nations Considerations:**

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term “sexual exploitation” means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term “sexual abuse” means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term “sexual harassment” means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator’s working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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. The United Nations Secretariat is a non-smoking environment.

The screening and evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable

internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications, including but not limited to, their education, work experience, and language skills. Applicants will be disqualified from consideration if they do not demonstrate in their application that they meet the evaluation criteria of the job opening and the applicable internal legislations of the United Nations. Applicants are solely responsible for providing complete and accurate information at the time of application: no amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

**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.**