

ADVERTISEMENT

United Nations Military Observer Group in India and Pakistan (UNMOGIP) JOB OPENING-VEHICLE TECHNICIAN, GL-4 - ISLAMABAD

Issuance Date: 25 November 2018
Deadline Date: 24 December 2018
Type of contract: Fixed Term Appointment
Department: Transport section (UNMOGIP)
Title: Vehicle Technician
Grade: GS-4
Duty Station: Islamabad, Pakistan

Org. Setting and Reporting:

This position is located in the Transport section of the United Nations Military Observer Group in India and Pakistan. The Vehicle Technician reports and will be under the direct supervision of the Chief Transport Officer and shall be responsible for the technical and operational effectiveness of UN owned standard commercial pattern vehicles at the Transport workshop in Islamabad. The incumbent shall perform the following functions:

Main Duties and Responsibilities:

Maintain, Services and repairs United Nations vehicles in accordance with vehicle manufacture standards and schedules; Ensures that all relevant safety procedures have been followed when repairing and fitting replacement parts; Produces reports to document all servicing and repairs; Assists in identifying, diagnosing and rectifying various faults; Assists with the identification of required parts; Mechanic duties include engine tune ups, service of hydraulic brake system, cooling and fuel systems and the steering/suspension system including wheel alignment; Diagnose, repair and overhaul major assemblies and components, e.g. engines, axles and transmissions; Identify various faults and diagnoses the problem with step by step service manual and electronic Toyota tester; Conduct pre-issue checks and equipment safety inspections on UN owned equipment; Test drive vehicles for technical analyses, ensuring quality control of repairs and road worthiness; Works independently with minimum supervision, has the experience and ability to lead a team of vehicle mechanics in a maintenance unit; Update the electronic work orders in the Electronic Fuel Management System (EFMS) to reflect accurate records; Keep accurate records of all receipts of fuel consumption on a daily, weekly and monthly basis; Processing of Fuel bills in SAP system; Keeping electronic records of fuel bills in the system; Compile daily, weekly and monthly fuel balance sheets. Report all anomalies in fuel consumption to the supervisor immediately; Keep computerized records of all consumption of fuel per Field Station and carry out quality checks of fuel at Field Stations. Any other responsibility deemed necessary or as delegated by the Supervisor.

Core Competencies:

Professionalism: 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.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors' language, tone, style and format to match the audience; demonstrates openness in sharing information and keeping people informed.

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 is required.
- Valid national driving license is required.
- Appropriate technical and vocational qualifications in vehicle repair and maintenance is highly desirable.

Work Experience:

Candidate having minimum education of High School Diploma is required. Valid national driving license is required. At least three (3) years of progressively responsible experience in Heavy and 4 x 4 all-wheel drive vehicle repairs and / or experience in heavy/specialized transport equipment, plant/or MHE (forklift trucks, tractors) maintenance is required. Knowledge of automotive electric/electronic and/or automotive air conditioning system repairs is desirable. Appropriate technical and vocational qualifications in vehicle repair and maintenance is highly desirable. Knowledge in using a computer (Excel, Word, etc) is required. Experience in supply, warehousing and inventory would be an advantage.

Languages

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

Closing date: 24 December 2018

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, 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_for_how_to_create_php_on_inspira_1.pdf

Qualified female candidates are strongly encouraged to apply.