



JOB OPENING

Functional Title & Level:	Heavy Vehicle Operator (GS-3)
Duty Station:	Port-au-Prince
Posting Period:	03 -17 August 2018
Job Opening Number:	MINUJUSTH-NJO-2018-012

Special Notice

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply. Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

All interested candidates should submit their Personal History Profile (PHP) and copies of their educational diploma/certificates and employment records via email at minujsth-recruitment@un.org. Blank PHP and supplementary sheets are available at the MINUJUSTH bulletin Board and at the MINUJUSTH website. <https://minujsth.unmissions.org/offresdemploi>.

Important: Functional title and job opening number MUST be indicated in the subject of your e-mail application to be considered for review.

Organizational Setting and Reporting

This position is located in United Nations Mission for Justice Support in Haiti, (MINUJUSTH). The **Heavy Vehicle Operator (GS-3)** typically reports to the Chief of Section or Chief of Unit.

Responsibilities

Within limited delegated authority, the incumbent of the post will be responsible for the following duties:

- Operates trucks of various sizes and weights in the loading and unloading of cargo, materials and supplies. Following all applicable traffic laws, loads and unloads trucks.
- Secures cargo for transport, using ropes, blocks, chain, binders, or covers.
- Collects delivery instructions from appropriate sources.
- Maintains truck logs including working hours and vehicle service or repair status, following applicable regulations.
- Follows appropriate safety procedures for transporting dangerous goods.

- Takes appropriate driver rest periods during trip.
- Drives trucks to weigh stations before and after loading and along routes to document weights and to comply with all regulations.
- Maneuvers trucks into loading or unloading positions, following signals from loading crew and checking that vehicle and loading equipment are properly positioned.
- Follows accident procedures if an accident occurs.
- Keeps truck, and associated equipment, clean and in good working order.
- Performs basic vehicle maintenance checks and services, such as adding oil, fuel, or radiator fluid or performing minor repairs.
- Performs emergency roadside repairs, such as changing tires or installing light bulbs, tire chains, or spark plugs.
- Checks conditions of trailers after cargo have been unloaded to ensure that there has been no damage.
- Cranks trailer landing gear up or down to safely secure vehicles.
- Removes debris from loaded trailers.
- Collaborates with other operators as part of a driving team on some trips.
- Performs other tasks as assigned.
- Conducts physical verification on UNOE and COE assets in different mission locations.
- Arranges and prepares vehicles identified for write off.
- Issues and maintains mission vehicle data updated in vehicle files and update in UMOJA.
- Issues and tracks temporary loan vehicles and file documents for future reference.
- Prepares and presents vehicle lists accurately.
- Maintains unit vehicles operational at all times and liaise with workshop for timely maintenance and repairs.
- Operates embossing machine to print UNOE and COE metal plate numbers as requested.

Competencies

- **Professionalism:** Shows pride in work and 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.
- **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.

Education

High school diploma or equivalent is required. Valid driving license (category C).
Basic knowledge of Microsoft word and excel.

Work Experience

At least two (02) years of progressively responsible experience as heavy vehicle driver and forklift operator.

Languages

English and French are the working languages of the United Nations. For the post advertised, fluency in oral and written English or French is required. Working knowledge of the other language is desirable.

Assessment

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