

JMOC- Jerusalem Operations Centre , 8 Nur Ad Din St., P.O.Box 55157 Jerusalem

Vacancy Announcement

Post title: Fleet Manager
Vacancies: 1
Duration: 1 year
Duty station: Jerusalem
Deadline: February 1, 2008

Background:

The United Nations Office for Project Services Jerusalem Operations Center (UNOPS JMOC) was established in late 2006 in East Jerusalem. Its aim is to provide the United Nations sister agencies and the humanitarian and development sectors within the occupied Palestinian territories with professional project implementation services.

Duties and Responsibilities:

Under the direct supervision of the Project Senior Administrative/ Logistic Associate and overall supervision of the Center Coordinator and Project Manager, the Fleet Manager will be responsible for the following tasks:

- Transport the authorized personnel in both normal and armored vehicles
- Coordinates schedules to ensure driver support is provided to JMOC as required by Country Director
- Ensures all drivers receive continuation training and development and retain current licenses
- Supervises and administers all drivers through the Senior Admin/Log Associate
- Responsible for and reports to JMOC on all operational vehicle and driver related issues
- Acts as role model for drivers
- Ensure cost-savings through proper use of office vehicles through accurate maintenance of daily vehicle logs, provision of inputs to preparation of the vehicle maintenance plans and reports, vehicles use tracking, cost recovery, and other administrative duties.
- Interact with entities of the UN, GOI, and PA in regards to transport related matters
- Ensure availability of all the required documents/supplies including vehicle insurance, vehicle logs, maps of the area of transit, first aid kit, and necessary spare parts in the assigned vehicle
- Ensure all immediate actions required by rules and regulations are taken in case of involvement in a road traffic accidents.
- Ensures that vehicles are maintained on a regular basis.
- Ensures that all vehicles are licensed in a timely manner.
- Ensures that all vehicles are insured in a timely manner.
- Prepare monthly reports as appropriate.
- Performs other relevant duties as assigned.

Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards
- Contributes to a good team spirit, motivates and interact with team members well
- Manages tasks in a timely manner and of high quality

Qualifications:

- Secondary Education diploma
- Valid Public driving license for Israel, West Bank and Gaza
- Minimum of 3 years experience in driving, with no driving related convictions
- Extensive knowledge of driving rules and regulations
- Excellent physical condition
- Knowledge of car mechanics and maintenance
- Excellent written and spoken English and Arabic. Hebrew is an asset.
- Ability to drive throughout Israel, West Bank and Gaza
- Good knowledge of road systems throughout Israel, West Bank and Gaza
- Qualified to drive armoured vehicles, licence category c is mandatory.

To Apply: Interested candidates should apply by sending their CV and cover letter by either:

Fax: 02-628 1586 specifying Fleet Manager in their fax title; or
E-mail: JoumanaS@unops.org specifying Fleet Manager in the Subject line.

Deadline: February 1, 2008

“UNOPS is an equal opportunity employer: applications from men and women will be considered equally”