

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

TZAR000112--Transport Officer

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers. In most cultures volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UN Volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies and local communities. In all assignments, UN Volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UN Volunteers even more rewarding and productive.

General Information

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|-------------------------|--------------------------------|
| Country of Assignment | Tanzania |
| Host Institute | United Nations Children's Fund |
| Volunteer Category | International Specialist |
| Number of Volunteer | 1 |
| Duration | 12 months |
| Expected Starting Date | 12-11-2019 |
| Duty Station | Dar es Salaam [TZA] |
| Assignment Place | Family Duty Station |
| Assignment Place Remark | |
| Living Conditions | |

Dar es Salaam is Tanzania's most important city for both business and government. The city contains high concentrations of trade and other services and manufacturing compared to other parts of Tanzania, which has about 80 percent of its population in rural areas. Downtown includes many small businesses, many of which are run by traders and proprietors whose families originated from the Middle East and Indian sub-continent—areas of the world with which the settlements of the Tanzanian coast have had long-standing trading relations.

Gradually the UN will move to Dodoma, the political capital of the country as the central government is relocating there in the near future.

Assignment Details

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|------------------|-------------------|
| Assignment Title | Transport Officer |
|------------------|-------------------|

Organizational Context & Project Description

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does - in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favouritism, to the degree that any child has an equal chance life - in its social, political, economic, civic and cultural dimension - her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens - addressing inequity - not only will give all children the opportunity to fulfil their potential but also will lead to sustainable growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the convention on the rights of the child, while also supporting the equitable development of nations.

With regards to the above , UNICEF is seeking to recruit a Transport coordinator to support the UNICEF Tanzania Country Office to manage and coordinate the transport activities of the office in an efficient and cost effective way to achieve the organisational goals.

Sustainable Development Goals 5. Gender Equality

Task description

Under the direct supervision of the Administrative Officer the UN Volunteer will undertake the following tasks:

- Support management of a team of drivers and a mechanic to offer quality transport services
- Prepare preventive fleet maintenance schedule and ensure adherence
- Ensure that all UNICEF vehicles are maintained and serviced on time according to the service schedule
- Assist in the selection and appraisal of the transport service providers and make recommendations
- Liaise with outsourced service providers. Garages and car rentals for quality check of their services
- Complete quality check to make sure that all vehicles under services are supplied with genuine spare parts
- Ensure annual fleet insurance renewal and registration of new vehicles
- Prepares driver duty roster and assignments
- Support driver training to update and build team capacity
- Provides monthly analytical reports on transport services and supplies
- Liaise with procurement for purchase of high quality vehicles and spares

- Maintains vehicle disposal and replacement plan
- Ensures timely payment of transport related invoices
- Provides periodic updates to management of fleet status

Furthermore, UN Volunteers are required to:- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark International Volunteer Day)- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country- Provide annual and end of assignment reports on UN Volunteer actions, results and opportunities using UNV's Volunteer Reporting Application- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.- Assist with the UNV Buddy Programme for newly-arrived UN Volunteers- Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

Results/Expected Outputs

The efficiency and efficacy of the support provided by the transport coordinator through appropriate application and interpretation of rules, regulations, policies and procedures, as well as on work priorities, which affect the efficient delivery of transport services to the office's programmes and staff.

- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counter-parts, including Implementing Partners (IPs);
- Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment
- A final statement of achievements towards volunteerism for peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

Qualifications/Requirements

Required Degree Level Bachelor degree or equivalent

Education - Additional Comments

Transport and Logistics Management

Required experience 60 months

Experience Remark

Experience in Transport Management, supervisory of staff and vehicle maintenance management

Experience in use of fleet management technology to extract reports and monitor fleet movements and safety

Contract management

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W. www.unv.org

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Relevant working experience in developing country is an added advantage

Language

- English (Mandatory) , Level - Working Knowledge

Area of Expertise

- Road and rail transport, transport planning and management Mandatory
- Vehicle and fleet operation and maintenance Mandatory
- Other transport related experience Mandatory

Area of Expertise Requirement

Need Driving Licence Yes

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Empowering Others
- Ethics and Values
- Integrity
- Judgement and Decision-making
- Knowledge Sharing
- Leadership
- Managing Performance
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- Vision
- Working in Teams

Conditions of Service and other information

Condition of Service

[Click here to view Conditions of Service](#)

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Conditions of Service for International Specialist:

The contract lasts for the period indicated above with possibility of extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

A UN Volunteer receives a Volunteer Living Allowance (VLA) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US\$ 1,631. The VLA base rate is a global rate across the world, while the PAM is duty station/country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website <http://icsc.un.org>.

For UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis.

Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and in the event of a permanent reassignment to another duty station.

UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).

UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for periodic home visit and for the final repatriation travel (if applicable). Resettlement allowance is paid for satisfactory service at the end of the assignment.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

Supervision, induction and duty of care of UN Volunteers

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

- Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;
- Support with arrival administration including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;
- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;
- Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment including a host entity email address;
- Access to shared host entity corporate knowledge, training and learning;
- Inclusion of the volunteer in emergency procedures such as evacuations;
- Leave management;
- DSA for official travel, when applicable;
- All changes in the Description of Assignment occurring between recruitment and arrival or during the assignment need to be formalized with the United Nations Volunteer Programme.

Application Code TZAR000112-5559

Application procedure

*** Not yet registered in the UNV Talent Pool?**

Please first register your profile at <https://vmam.unv.org/candidate/signup>. Important: After creating your account, complete all sections

of your profile and submit it. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink.

Lastly, select the special call to which you would like to apply.

*** Already registered in the UNV Talent Pool?**

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Please first update your profile at <https://vmam.unv.org/candidate/profile>. Then go to 'My Page' at

<https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink to select the special call to which you would like to

apply.

Application deadline: 20 October 2019

doa.apply_url

<https://vmam.unv.org/candidate/show-doa/VFpBUjAwMDEzMg==>

Disclaimer

United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.

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