

FUNDAMENTAL VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

TERMS OF REFERENCE
Transport Assistant

DUTY STATION: **Democratic Republic of Congo**

Kinshasa	Kananga	Kamina	Mbandaka
Kindu			

TYPE OF CONTRACT: **Individual Consultant (IC)**

LENGTH OF CONTRACT: **XXXX to 15 January 2019**

Administrative structure and reporting:

This position is located in the Mission Support Division the United Nations Organization Stabilization Mission in the Democratic Republic of Congo (MONUSCO), across multiple duty stations. The incumbent will be deployed to one of the above MONUSCO operational hubs for the elections. The United Nations Security Council Resolution 2348 (2017) refocused the mandate of MONUSCO from a broader mandate to the support to the protection of civilians and the support to the electoral process. On the 5 November 2017, the electoral calendar was published by the Independent National Electoral Commission (CENI), which identified a number of enablers, including logistics support from MONUSCO. The incumbent will be part of Mission Support Division and will report to the Chief Logistics Officer (Elections), or his or her designate for day to day operations, and for functional coordination the incumbents will work closely with the Chief, Transport Officer.

Responsibilities :

- Supports the provision of regular shuttle bus services along established routes.
- Support the provision of ad-hoc transportation services to meet all requirements including staff and equipment movement for operational duty purposes.
- Assists in the monitoring of the mechanical conditions and ensures daily maintenance are performed on all dispatch vehicles and shuttle buses.
- Assists in the maintenance of files and documentation related to assigned duties, and prepares reports for supervisors.
- Monitors monthly mileage and fuel consumption reports for UN-owned vehicles and confirms the return of the individually assigned vehicles upon departure of staff from the service.
- Assists in preparing UN driving permits for issue
- Assists in the generation of reports from the electronic vehicle monitoring system (EVMS) & Fleet Log and other reports if required
- Carries stock of light and heavy vehicle spare parts and issues required items to workshop mechanics and motor transport officers.
- Conducts regular inventory checks of the Transport Warehouse stocks.

- Assists in the Compilation of monthly insurance and accident reports.
- Carries out any other duties directed by the supervisor.

Education:

High school diploma or equivalent is required. Post-secondary technical or vocational qualification in relevant field or equivalent combination of training and experience in driving testing or nationally recognized driver-testing qualification or equivalent. Valid driving license and certified safe driving record.

Experience:

At least two (02) years of experience in the Transport section.

Language:

English and French are the working languages of the United Nations Secretariat. Fluency in English or French, (both oral and written) is required; knowledge of the other is desirable.