

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

JORR000547--Associate Fleet Management 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

Country of Assignment	Jordan
Host Institute	UN High Commissioner for Refugees
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	6 months
Possibility of Extension	Yes
Expected Starting Date	Immediate
Duty Station	Amman [JOR]
Assignment Place	Family Duty Station
Assignment Place Remark	

Living Conditions

Location: The Hashemite Kingdom of Jordan is strategically located in the Middle East covering a diversity of landscapes. Bound by Syria to the north, Iraq to the northeast, Saudi Arabia to the east and south, the Red Sea to the south and the Palestinian National Authority to the west.

Weather: The weather in Jordan is not too extreme. Summer is dry, with temperatures regularly reaching 35 degrees centigrade. The winter is colder with temperatures often dropping to freezing point.

Amman is hot and sunny from May to October with cool, pleasant evenings, whereas winters are rainy with occasional short snowfalls.

Safety and Security: Jordan is a relatively stable country. The potentials for internal or external armed conflict are considered very unlikely in the current political environment. Peaceful demonstrations, and sometimes road blockages, do occur in Jordan motivated by domestic factors such as unemployment, deprivation of resources and development or for regional issues such as solidarity with the

Palestinian cause or with the Syrian crises. Most of these events are driven by civil society unions and Islamic parties. Domestic tribal civil unrest sometimes turning violent especially outside the main cities due to tribal dispute or socio-economic reasons. In all occasions law enforcement agencies usually manage to contain the situation.

Road traffic accidents are the primary threat against UN personnel in Jordan. Poor road conditions and bad driving behaviors are the main reasons for the high rate for traffic accidents.

Amman is a category A duty station with security level 1.

Transportation: Taxis are abundant and readily available in Amman. Public minibuses are the most common form of public transport. They normally only leave when full, so waiting times of an hour or more are inevitable, especially in rural areas. The larger air-con buses offer a speedy and reliable service, departing according to a fixed schedule.

Health Services: Medical facilities are generally very good, particularly in Amman where there are several modern, well-equipped public and private hospitals. Almost all doctors (and most pharmacists) speak English; many have studied abroad.

Assignment Details

Assignment Title Associate Fleet Management Officer

Organizational Context & Project Description

The Office of the UNHCR was established on 14 December 1950 by the UN General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It strives to ensure that everyone can exercise the right to seek asylum and find safe refuge in another State, with the option to return home voluntarily, integrate locally or to resettle in a third country (www.unhcr.org).

With more than 765,000 registered refugees, including some 90% from Syria, Jordan is among UNHCR's largest operations. UNHCR Jordan is mainly an urban refugee operation, with 80% of refugees living out of camps. The registration caseload of UNHCR Branch Office Amman has remained extensive. Between 3,000 and 5,000 Persons of Concern (POCs) approach BO Amman each day. The operation moves at high speed and requires regular adaptability and flexibility. The Associate Fleet Management Officer will take the overall responsibility of the fleet and transport unit under the supervision of the Admin Officer in leading, coordinating and supervising all activities pertaining to the unit for UNHCR Jordan Operation. This will involve managing the entire fleet cycle, which includes fleet service plus maintenance, fuel management, scheduling and route planning, driver management plus supervision among other tasks as assigned by the supervisor. The incumbent will maintain contact with UN agencies, NGO partners, government counterparts and commercial contractors in the Jordan to facilitate the operational fleet capacity. A good knowledge of MSRP and Excel is required, as well as experience in warehouse management. The operation has a warehouse in one location: Azraq. The incumbent should also be conversant with IPSAS and aware of the rule and regulations pertaining to Asset and Fleet Management, Fleet Wave and guide the staff under his/her supervision accordingly. The post also requires an individual with sound procurement background, able to cost effectively and efficiently source for goods and services by establishing Purchase long term Frame, including procurement management tracking and reporting capacities. The incumbent reports directly to the Admin/Finance Officer and collaborates with the Programme and Administrative Units. Associate Fleet Management Officer will directly supervise several staff within the section. As a supervisor, the incumbent will identify and respond to the training and development needs of the staff he/she supervises. The refugee population is a challenging one, dynamic and the incumbent must therefore exercise great diplomacy in his/her tasks, as well as enabling harmonization in assistance across the operational area. S/He should also be pro-active to assist the unit in projecting needs with requesters, participate in planning and unit service delivery strategy. The working conditions at the field level require frequent travelling to camps (outside Amman). Therefore, the incumbent should be flexible, service oriented, have very good inter-personal skills to ensure a solid team spirit.

Sustainable Development Goals 16. Peace, Justice and Strong Institutions

Task description

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

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- Coordinate, manage and support all the fleet management activities in the Office.
- Implement effective fleet management that regularly monitors the fleet pool, saves cost and safeguards the investment of the organisation.
- Apply UNHCR's fleet management strategy when preparing plans for purchase of important fleet assets. Conduct spend analyses using historical spend data to identify trends that can be used to plan procurement activities and Frame Agreements.
- Plan for acquisition, maintenance and replacement of fleet assets. Develop local fleet management replacement strategies taking into account UNHCR short and medium term requirements.
- Coordinate activities of implementing partners and/or contractors performing fleet related activities, and ensure that they understand and adhere to relevant UNHCR rules and procedures.
- Respond to field requests for information and advice and coordinate responses from a range of HQ units to provide a clear, consistent and timely response to the field.
- Collect information both in the field and in HQ, to ensure relevant and appropriate information is gathered and shared. Promote an understanding of concerns, objectives and priorities for fleet related issues by providing information or expertise to interested parties.
- Infrastructure Support
- Provide fleet management reports, customised reports, and gathers information on all fleet assets and provides in-depth reports periodically and when requested.
- Monitor the quality and accuracy of fleet related data in relevant business systems. Compile and analyse statistical information, identify trends and developments in fleet related matters that will assist in decision making.
- Disseminate, promote commitment to and monitor compliance with UNHCR's global policies, standards and guidance on fleet management.

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

- Successful implementation and maintenance of UNHCR standard practices in vehicle fleet management procedures.
 - Assurance of a cost-effective and appropriately-sized fleet.
 - Successful implementation and maintenance of vehicle and passenger security and safety procedures and systems.
 - Correct vehicle usage of procedures by UNHCR drivers as per the drivers' rules and regulations.
 - Accurately controlled, recorded and monitored drivers and vehicle logbooks.
 - Fully trained drivers with developed skills and standards to the highest international safety standards.
 - Effective and professional communication with other units within the representation to ensure the timely and efficient receipt and dispatch of personnel and goods to destinations within the operational zone.
 - Ability to oversee, manage and operate fleet activities of the representation, supported by correct and cost-effective use of budget.
 - Maintain regular, timely and accurate reporting.
- 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

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Type of Degree: Mechanical trade qualification or Engineering Certificate required; Basic Training Course for delegates or equivalent knowledge preferred.

Required experience 36 months

Experience Remark

Three years of experience working in general logistics, including warehousing, transportation, customs clearance and procurement, and in managing and supporting staff. The following experience is preferred: in other UN organizations, working for a humanitarian aid organization in a developing country and/or working in fleet and transport management within UNHCR.

Computer skills: Computer literate; proficiency in MS Office applications (Word, Excel, etc); knowledge of publishing software an asset.

- Excellent drafting and reporting skills; good research and analytical skills;
- Strong interpersonal skills and ability to work in a team;
- Sound security awareness;
- Have affinity with or interest in humanitarian relief, post-conflict situations, volunteerism as a mechanism for durable development, and the UN system;
- Skills on training and developing staff.

Language

- English (Mandatory) , Level - Fluent
- AND - Arabic (Optional) , Level - Fluent

Area of Expertise

- Logistics and supply management Mandatory

Area of Expertise Requirement

Need Driving Licence Yes

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Commitment to Continuous Learning
- Communication
- Integrity
- Planning and Organizing
- Professionalism
- Working in Teams

Conditions of Service and other information

Condition of Service

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

Conditions of Service for International Specialist:

Note on novel coronavirus – COVID-19.

The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.

Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

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\$ 1,682. 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 ([Roles and Responsibilities of Host Entity](#))

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;
- Investigate misconduct: sharing reports with the UNV;
- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities` services during pandemics).

Application Code

JORR000547-9857

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.

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* Already registered in the UNV Talent Pool?

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: 21 September 2021

doa.apply_url

<https://vmam.unv.org/candidate/show-doa/Sk9SUjAwMDU0Nw==>

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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