



**Job Opening**  
**Car Wash Operator**  
**UNSMIL-GS2-IC008/2019**

|                                   |                              |
|-----------------------------------|------------------------------|
| <b>Title:</b>                     | Driver                       |
| <b>Level/type:</b>                | GS-2 / Individual Contractor |
| <b>Duty Station:</b>              | Tripoli, Libya               |
| <b>Section:</b>                   | Transport Unit – MSS         |
| <b>Number of Positions</b>        | One (1)                      |
| <b>Date of Issue:</b>             | 09 August 2019               |
| <b>Deadline for applications:</b> | 22 August 2019               |

**Women candidates are strongly encouraged to apply to the mentioned position**

**HOW TO APPLY:**

**STEP 1: INTERESTED APPLICANTS SHOULD SUBMIT THEIR APPLICATION USING THE UNITED NATIONS PERSONAL HISTORY FORM P.11**

(P.11 obtainable at the following web site: <https://unsmil.unmissions.org/sites/default/files/p11-form.doc>)

**ANY APPLICATIONS RECEIVED IN A FORMAT DIFFERENT TO THE UNITED NATIONS PERSONAL HISTORY FORM (P.11) WILL NOT BE CONSIDERED.**

**STEP 2:** Qualified candidates must submit their application using the P.11 template listed in STEP 1 by e-mail to [unsmil-hrstaffing@un.org](mailto:unsmil-hrstaffing@un.org). The application MUST include only the Job Opening No. in the subject line of their e-mail (e.g. UNSMIL-GS3-IC008/2019)

**ORGANIZATIONAL SETTING AND REPORTING:**

UNSMIL's mandate as renewed in SC resolution 2434 of 13 September 2018 includes, as an immediate priority, support to the Libyan political process, as well as the undertaking of: (a) support to key Libyan institutions; (b) support for the provision of essential services and delivery of humanitarian assistance; (c) human rights monitoring and reporting; (d) support for securing uncontrolled arms and related materiel and countering their proliferation; and (e) coordination of international assistance, and provision of advice and assistance to GNA-led efforts to stabilize post-conflict zones.

This position is located within the Transport Unit of the United Nations Support Mission in Libya (UNSMIL). The position is based in Tripoli, Libya. The incumbent will be under the overall supervision of the Transport Officer.

**JOB DESCRIPTION:**

Within limits of delegated authority, the incumbent may be responsible for the following duties:

1. Ensures UNSMIL policies and procedures are adhered to in carrying out given daily tasks.
2. Ensures vacuums are unclogged, trash cans emptied, and hoses properly put in place.
3. Displays courteous and professional attitude towards colleagues and customers.
4. Responsible for washing cars and carries out all other duties for an effective operation of a car wash facility.
5. Knows how to use certain equipment to be able to work efficiently in an automated facility.
6. Controls the levers and switches that control the washing process.
7. Directs the Drivers into the entrance to the car wash or guides them onto tracks.
8. Protects vehicles during the washing process and ensures that the cars are properly secured from the hard impact of the brush applied in the wash cycle.
9. Performs various functions and ensures that customers get great satisfaction using their facility.
10. Scrubs heavily soiled and hard to reach areas of the vehicles, and pre-wash exterior areas of cars.
11. Carries out periodic maintenance of the equipment used in washing the vehicles to keep them in proper working condition.
12. Performs other duties as assigned.

**COMPETENCIES:**

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

**Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors' language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed. Good communication and customer relations skills.

**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.

**QUALIFICATIONS:**

**Education:** High school diploma or equivalent is required.

**Work Experience:** A minimum of two (2) years of progressively responsible experience in the provision of Cas Washing services is required. Relevant experience working in a United Nations common system Organization (inclusive of peacekeeping operations, special political missions, agencies, funds and programmes) or other similar international organization in a post conflict environment is desirable.

**Language:** English and French are the working languages of the United Nations Secretariat. For the post advertised basic knowledge in oral Arabic is required. Knowledge of English is required for record keeping.

**SPECIAL NOTICE:**

An appointment shall not be granted to a person who is the father, mother, son, daughter, brother, sister, step-children or step sibling of a staff member. This restriction applies to relationships within the United Nations Secretariat and not to those with the separately administered Agencies, Funds or Programmes.

**ADDITIONAL INFORMATION:**

Due to the high volume of applications received, ONLY those applicants who are short-listed will be notified.

**Incomplete applications or applications received after the deadline will not be considered.**

The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel.