



# UNOPS Job Profile

## I. Position Information

Position Area: **Administration**

Position Level: **Senior Associate**

Position Function: Administration Senior Associate (Fleet Management Associate)

Organizational Unit: Unit: United Nations Office for Project Services (UNOPS)

Duty Station: Port-au-Prince, Haïti

Reports to: Head of Supply Chain

Source of Funding (*project/non-project*): Non-project

Current Grade:

Proposed Grade:

Approved Grade: ICS-7

Post Classified by:

Classification Approved by:

## II. Organizational Context

### Background:

The United Nations Office for Project Services (UNOPS) is an operational arm of the United Nations, supporting the successful implementation of its partners' peacebuilding, humanitarian and development projects around the world. UNOPS supports partners to build a better future by providing services that increase the efficiency, effectiveness and sustainability of peace building, humanitarian and development projects. Mandated as a central resource of the United Nations, UNOPS provides sustainable project management, procurement and infrastructure services to a wide range of governments, donors and United Nations organizations.

UNOPS has been working in Haiti for more than 14 years and provides project management, procurement and logistics services to the Haitian government, other UN agencies and international organizations in the area of communication, governance and engineering

Under the overall guidance and supervision of the Head of Supply Chain, the incumbent manages a team, performing a range of specialized, technical and general, administrative support services, and transactions for discrete work areas in administration and logistics, ensuring efficient, client oriented and effective service delivery. The Administration Senior Associate promotes a client, quality and results-oriented approach, ensuring utilization of office resources in a most cost-effective manner.

## III. Functions/Key Results Expected

1. Management
2. Logistics, Fleet Management Services
3. Team Management
4. Information and Knowledge Management

### 1. Management

- Manages the work area, ensuring the efficient and effective delivery of client services and processes in full compliance with UNOPS rules, regulations, policies, and strategies, as follows:
- Ensures availability of staff and resources for work commitments, facilitating optimal workflows.

	<ul style="list-style-type: none"> <li>• Monitors team performance and client satisfaction, instituting work, process and team modifications for optimal results.</li> <li>• Implements the control mechanism for administrative services, including maintenance of administrative control records such as commitments and expenditures.</li> <li>• Drafts and/or oversees compilation of data and research for planning of financial resources/administrative budget for administrative/logistical services.</li> </ul>
2.	<p><b>Logistics, Fleet Management Services</b></p> <ul style="list-style-type: none"> <li>• Ensures effective and efficient provision of logistics and fleet management support services, meeting client needs, and in compliance with UNOPS rules, regulations, policies and strategies.</li> <li>• Ensures the proper functioning of vehicles.</li> <li>• Ensures the dispatching of missions (Administration and / or projects).</li> <li>• Ensures the supply of vehicles with fuel.</li> <li>• Ensures the filling out of the logbooks by the drivers.</li> <li>• Ensures the bulk reception of fuel.</li> <li>• Ensures fuel management through the "SMART tank" program.</li> <li>• Assist in the purchase, receipt and inspection of spare parts for vehicles.</li> <li>• Prepare RIRs (Receipt and Inspection Report) and / or service certificates as needed.</li> <li>• Issue fuel reports through the "Vehicles Fleet Management - VFM" program as needed.</li> <li>• Monitors vehicles movements through the installed GPS system.</li> <li>• Authoritatively interprets organizational procedures and precedents to provide guidance for complex or unusual cases and situations.</li> <li>• Oversees implementation of logistics system in accordance with UNOPS logistical procedures.</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Team Management</b></li> <li>• Facilitates the engagement and provision of high quality results and services of the team supervised through effective work planning, performance management, coaching, and promotion of learning and development.</li> <li>• Oversees the works to be done by the Garage team, car washers and the courier deliverer etc).</li> <li>• Provides oversight, ensuring compliance by team members with existing policies and best practices.</li> </ul>
3.	<p><b>Information and Knowledge Management</b></p> <ul style="list-style-type: none"> <li>• Facilitates the engagement and provision of high quality results and services of the team supervised through effective work planning, performance management, coaching, and promotion of learning and development.</li> <li>• Oversees the proper functioning of area's documentation/information system, including screening, indexing, classifying, storing and disseminating information and/or reports and material ensuring conformity with relevant procedures governing the integrity of records and files.</li> <li>• Supervises the updating of Intranet on standards, tools, and information for administrative services.</li> <li>• Provides sound contributions to knowledge networks and communities of practice.</li> <li>• Synthesizes and disseminates best practices to internal collaborators and networks.</li> <li>• Participates, organizes and delivers trainings for the operations/ projects staff in administration/logistics.</li> </ul>

#### IV. Impact of Results

The effective and successful achievement of key results by the Administration Senior Associate directly affect the overall efficiency of the office's provision of administrative services, impacting its capacity to efficiently and effectively service the operational needs of the office/programme. Timely and accountable delivery of services, ensures client satisfaction and promotes the image and credibility of the team and office as an effective service provider in project services and management. This enhances UNOPS' competitive position as a partner of choice in sustainable development and project services in the country/region served.

## V. Competencies



Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion.



Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others. **For people managers only:** Acts as positive leadership role model, motivates, directs and inspires others to succeed, utilising appropriate leadership styles



Demonstrates understanding of the impact of own role on all partners and always puts the end beneficiary first. Builds and maintains strong external relationships and is a competent partner for others (if relevant to the role).



Efficiently establishes an appropriate course of action for self and/or others to accomplish a goal. Actions lead to total task accomplishment through concern for quality in all areas. Sees opportunities and takes the initiative to act on them. Understands that responsible use of resources maximizes our impact on our beneficiaries.



Open to change and flexible in a fast paced environment. Effectively adapts own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behaviour. Performance is consistent, even under pressure. Always pursues continuous improvements.



Evaluates data and courses of action to reach logical, pragmatic decisions. Takes an unbiased, rational approach with calculated risks. Applies innovation and creativity to problem-solving.



Expresses ideas or facts in a clear, concise and open manner. Communication indicates a consideration for the feelings and needs of others. Actively listens and proactively shares knowledge. Handles conflict effectively, by overcoming differences of opinion and finding common ground.

<b>VI. Recruitment Qualifications</b>	
<b>Education</b>	<p>Completion of secondary school is required.</p> <p>First University Degree in Business Administration, Public Administration, or equivalent disciplines is desirable but not required.</p> <p>In the absence of a degree, administrative certification is an asset.</p>
<b>Experience</b>	<p>Minimum of seven years of relevant experience in general administrative, logistics, fleet management or operations' support services in national or international public or corporate organizations.</p> <p>Some experience in UN system organizations is desirable.</p> <p>Proficiency in computers and office software packages (MS Office ) and experience in handling of web-based management systems is required.</p> <p>Experience in use of Enterprise systems including OneUNOPS is desirable.</p>
<b>Language Requirements</b>	<p>Full working knowledge of English and French</p> <p>Knowledge of a second UN or regional working language such as Spanish is an asset.</p>

VII. Signatures- Post Description Certification			
Incumbent <i>(if applicable)</i> :			
Name:			
Title:	Signature:	Date:	
Supervisor:			
Name:			
Title:	Signature:	Date:	
Chief Division/Section:			
Name:			
Title:	Signature:	Date:	