



**Vacancy No.:** AC/UNSSC/005/2016  
**Post Title and Level:** Associate Collaborator, Operations unit  
**Organizational Unit:** Operations  
**Duty Station:** Turin, Italy  
**Duration:** 1 year starting from 1 January 2017, renewable subject to satisfactory performance and availability of funds  
**Deadline for applications:** 21 November 2016

### Background

The main goal of the Operations unit is to provide effective support to the Staff College's strategic priorities in the short, medium, and long term. Its main mandate is to provide timely, efficient and effective support to the Staff College with respect to the full range of budget, finance, human resources, information & communication technology (ICT), procurement and support services.

Reporting to the Chief of Operations and under the guidance of the Administrative Assistant, the Associate Collaborator will provide general logistics support to the Staff College, and when required, he/she should act as the driver of the UNSSC vehicle.

### Responsibilities

Duties and responsibilities include:

#### Logistics support:

1. Assist in procurement of low-value goods and services for UNSSC (stationery, branded gadgets, printing of business cards, etc.);
2. Help with preparation and moving of materials for training events held on UN Campus;
3. Keep inventory of office supplies and equipment; and
4. Keep the UNSSC archives in good order.

#### Assistance to newly recruited UNSSC staff:

1. Assist newly recruited officials in obtaining access to the UN Campus and UNSSC premises;
2. Liaise with the Italian Ministry of Foreign Affairs with regard to the issuance of CD plates for senior staff;
3. Perform other duties as required.

### **Maintenance of UNSSC office vehicle**

1. Maintain and monitor the office vehicle and ensure, that the vehicle is clean both inside and outside. Arrange appointments for possible repairs and regular vehicle check-ups; ensure cost-savings and prepare reports accordingly;
2. Ensure availability of all vehicle required documents and supplies including insurance, logs, road maps, first aid kit, maintain tools;
3. Register all necessary and important information in the log books (mileage, maintenance, and fuel/lubricants) and ensure that all required safety rules and steps are duly followed;

### **Driving UNSSC office vehicle**

The driver must be in compliance with the UN Administrative Instruction for road and driving safety (ST/AI/2010/6). In addition, he/she should:

1. Drive UNSSC official car safely for the transport of UN officials and other authorized personnel, including out of country travel;
2. Use the UNSSC official car to collect and deliver mail, pouch, documents, general goods and other items; make deliveries for special/urgent correspondence/packages, as required; obtain receipts to ensure accurate accounting of daily deliveries.

### **Maintenance of UNSSC office premises:**

1. Coordinate and organize internal office moves and assess the costs involved;
2. Assist in the maintenance of UNSSC premises (construction, removal of partitions, painting, etc.) in liaison with the Administration of the UN Campus (ITC-ILO) where the UNSSC is based, including technical interventions for maintenance of electrical installations, hydraulic installations and heating/air conditioning;
3. Liaise with the UN Campus administration in relation to cleaning of UNSSC premises and provide routine control of offices and facilities where cleaning is concerned;
4. Ensure that office premises are maintained in a condition in full compliance with UN and local regulations.

### **Qualifications required**

**Education:** Secondary education/high school diploma; valid driver's licence, knowledge of international driving rules and regulations.

**Experience:** Minimum of three years' work experience as a driver, preferably with UN agencies; safe driving record required.

**Languages:** Good knowledge of Italian and conversational level of English.

**Competencies:**

**Professionalism:** Proven ability to drive safely in local and long-distance traffic conditions; proven ability to keep accurate records of the use of the vehicle, ability to follow instructions, ability to undertake vehicle

repair and to work in a polite, courteous and cooperative manner and within a multicultural environment. Knowledge of policies, practices and regulations on management of supplies, purchasing and logistics. Knowledge of protocol procedures related to the issuance of CD plates. Ability to maintain accurate records and prepare reports on a wide variety of data.

*Teamwork:* Acting as a team player and facilitating team work; working collaboratively with colleagues to achieve organizational goals; willing to learn from others

*Planning and organizing:* Organizing and prioritizing work schedule to meet client needs, observing deadlines and achieving results.

*Client orientation:* Maintaining effective client relationships; reporting to internal and external clients in a timely and appropriate fashion.

### **Other information**

This appointment corresponds to a local recruitment. The successful candidate is responsible for any expenses incurred in order to take up the duty.

The Associate Collaborator is neither a “staff member” under the Staff Regulations of the United Nations nor an “official” for the purpose of the Convention of 13 February 1946 on the privileges and immunities of the United Nations. However, the Associate Collaborator may be given the status of an “expert on mission” in the sense of Section 22 of Article VI of the Convention and, if required to travel on behalf of the United Nations, may be given a United Nations certificate in accordance with Section 26 of Article VII of the Convention.

### **Submission of applications:**

The application (in English) should include the following:

1. A duly completed, updated and signed P11 form (<http://www.unssc.org/sites/unssc.org/files/p11un.doc>);
2. A motivation letter elaborating in a concise style why you consider yourself qualified for this position.

The application should be submitted preferably by e-mail to [recruitment@unssc.org](mailto:recruitment@unssc.org) with a subject title of “Application for Associate Collaborator, Operations unit AC/UNSSC/005/2016”.

If electronic submission is not possible, hard copy can be mailed or faxed to:

United Nations System Staff College  
Fax: (+39) 011 65 35 902

**Late submission of application and/or incomplete application will not be considered.** Due to the volume of applications received, receipt of applications cannot be acknowledged individually. Only those candidates who are successful at the application pre-screening stage will be contacted shortly after the application deadline.