

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN  
 UNAMA  
 Tel: **+1-212-963-2668**  
 Fax: +1-212-963-2669

**VACANCY ANNOUNCEMENT # 240/07/2009**

Title:	<b>Vehicle Mechanic</b>
Number of the post:	<b>Various</b>
Type of contract:	Appointment of Limited Duration (ALD)
Category:	General Service (Local)
Grade:	<b>GSL-3</b>
Duty station:	Gardez
Issuing date:	<b>08 July 2009</b>
Closing date:	<b>22 July 2009</b>

Under the overall supervision of the Regional Administrative Officer and the direct supervision of the Motor Transport Officer, the incumbent shall fulfill the following duties and responsibilities.

- Ensures that all the vehicles of the office are road worthy at all times;
- Arranges for major/minor repairs of vehicles including complete overhauling;
- Purchases and fixes the genuine parts on the vehicles;
- Ensures that the drivers keep the assigned vehicle clean and log the repair and replacement of parts in the log book;
- Maintains inventory records of the spare parts purchased together with invoices paid;
- Arranges periodic inspection and service of the vehicles;
- Performs any other duties as required.

**Competencies:**

**Planning and Organizing:** Demonstrated ability to establish priorities and to plan, coordinate and monitor own work plan.

**Creativity:** Ability to actively seek to improve services, offer new and different options to solve problems/meet client needs, and promote and persuade others to consider new ideas.

**Communication:** Proven and sustained communication (verbal and written) skills.

**Teamwork:** Proven interpersonal skills and the ability to listen and work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

**Qualifications & Experience:**

- Completion of higher secondary education;
- Certificate in automobile repairing from a recognized institute/workshop;
- Knowledge of driving rules and regulations and a valid driving license;
- At least **five (5) years** of vehicle repairing experience with a Govt. and/or reputable organization/Private Workshops.
- Knowledge of both written and oral **English** and languages of the duty station

Applicants meeting the above qualifications are requested to submit a **standard application form for the UNAMA quoting** this Vacancy Announcement title and number and preferred duty station (**maximum 2 locations**) along with duly completed P-11 form to:

**Personnel Section, UN Operation Centre in Afghanistan (UNOCA), Jalalabad Road, Kabul, Afghanistan,**  
**OR**

**To the Office of the Regional Administrative Officer (RAO) at UNAMA Regional Headquarters in Kabul (Central)  
Gardez**

**OR**

**Email to: [unamava\\_support@un.org](mailto:unamava_support@un.org)**

Only applications that clearly indicate the vacancy number on the envelope; or in the subject of the email (if the application is being sent electronically), will be reviewed.