

Position Code	Position Title	
ALS 32	Transport Assistant	
Department/Unit	Location	Post Group (Local Staff)
Mission Support Department/ Logistics	Yeghegnadzor	III

The Transport Assistant reports to the Transport Officer.

### **Duties and Responsibilities**

- To execute service routines and repairs for vehicles, weekly checks and corresponding reports;
- To assist in the efficient execution of contracts relating to acquisition and maintenance/services contracts, including car insurance issues;
- To plan the external services to vehicles;
- To produce reports concerning vehicle maintenance and damages;
- To recover the vehicles and to conduct the damage reports in case of accidents;
- To participate in the transport management system which incorporates controls of mileage, fuel consumption, damages to the vehicles, road accidents and insurance coverage;
- To assist in coordination and supervision of storage, allocation and distribution, consumption and assessment of future needs as concerns fuel, vehicles and related equipment;
- To assist in the planning, analysis, design, programming and implementation of all aspects of fleet management, servicing, repairs and transportation needs of the Mission in cooperation and coordination with the other members of the team;
- To provide advice and support on vehicle and transport-related matters;
- To propose/recommend changes and improvements;
- To ensure accuracy and comprehensive policies and guidelines for the vehicles and transportation aspects;
- To ensure that all relevant safety procedures are adhered to prior, during, and after repair of vehicles and fitting replacement parts;
- To participate in the procurement process by evaluating the technical features of the goods and services;
- Deal with information with confidentiality and discretion;
- To undertake any other task as requested by his/her Line Manager.

### **Qualifications and experience**

#### **Eligibility criteria:**

- Enjoy full civil rights and do not have criminal record;
- Citizenship of Armenia and/or holding permanent resident and work permits according to Armenian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Successful completion of a minimum level of Upper Secondary Education attested by a graduation diploma (the qualification should be in any of the fields of Transport, Logistics, Automotive Technology, Engineering, Supply Chain Management or other related field);
- After having obtained the graduation diploma, a minimum of 5 (five) years of proven and full time experience in maintenance and repairs of vehicles related area in the private and/or public sector.
- Be in possession of driving license categories B, C and D including clean driving history.

#### **Essential criteria:**

- Be physically fit to perform the duties relating to the position;
- Professional fluency in English and Armenian languages, both oral and written;

- Excellent communication skills of English and Armenian;
- Outstanding knowledge of Yerevan area and good geographical knowledge of Armenia;
- Solid mechanical skills on vehicles;
- Flexibility in the execution of tasks and ability to work independently.
- Ability to perform under stress and in difficult circumstances;
- Excellent administration and organizational skills;

**Additional advantageous assets:**

- Professional experience in an EU and/or International environment;
- Experience of working in an intercultural environment, with respect of diversity;
- University degree in any of the fields of Transport, Logistics, Automotive Technology, Engineering, Supply Chain Management or other related field.
- Fluency in Russian language;
- Experience in Enterprise Resource Planning programs;
- Knowledge and experience in the implementation of financial regulations and rules as well as accounting policies and practices.

**Personality assets:**

- Have strong sense of initiative, responsibility and autonomy;
- Ability to build productive and cooperative working relationships with other staff members;
- Ability to work methodically, accurately and with attention to details as well as to tight deadlines;
- Ability to deliver work on time and to agreed standards, even under pressure;
- Used to work on a multitude of activities at the same time and with limited supervision;
- Punctuality, commitment to quality, attention to detail, willingness to work flexible working hours and still deal helpfully and courteously with all contacts.