



**Individual Contractor (IC) Opening for Panel Beater/Mechanic
UNSMIL-IC-09/2017 (Open for 07 days)**

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| Title: | Panel Beater/Mechanic |
| Level: | 3 |
| Post #: | IC |
| Duty Station: | Tripoli |
| Section: | Transport Section |
| Date of Issue: | 30 March 2017 |
| Deadline for applications: | 07 April 2017 |

For Libyan Nationals ONLY

Women candidates are strongly encouraged to apply to the mentioned position

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| HOW TO APPLY: | <p>STEP 1: Interested applicants should submit the United Nations Personal History Form (P11 obtainable at the following web site: http://tinyurl.com/unsmil-p11)</p> |
| | <p>STEP 2: Qualified candidate MUST submit his/her application with all the documents listed in STEP 1 by e-mail to unsmil-hrstaffing@un.org copy to divinep@un.org and MUST include only the JO No. in the subject line of their e-mail (e.g. UNSMIL--IC-09/2017)</p> |
| Job Description: | <p>Under the direct supervision of the Chief Transport Officer the incumbent will perform the following functions:</p> <ul style="list-style-type: none"> • Follow supervisors' instructions as to which parts to restore or replace and how much time the job should take; • Sand body areas to be painted and cover bumpers, windows, and trim with masking tape or paper to protect them from the paint; • Inspect repaired vehicles for proper functioning, completion of work, dimensional accuracy, and overall appearance of paint job, and test drive vehicles to ensure proper alignment and handling; • Fit and weld replacement parts into place, using wrenches and welding equipment, and grind down welds to smooth them, using power grinders and other tools; • Chain or clamp frames and sections to alignment machines that use hydraulic pressure to align damaged components; • Fill small dents that cannot be worked out with plastic or solder; • File, grind, sand and smooth filled or repaired surfaces, using power tools and hand tools; • Remove upholstery, accessories, electrical window-and-seat-operating equipment, and trim to gain access to vehicle bodies and fenders; • Position dolly blocks against surfaces of dented areas and beat opposite surfaces to remove dents, using hammers; • Mix polyester resins and hardeners to be used in restoring damaged areas; • Adjust or align headlights, wheels, and brake systems; • Cut and tape plastic separating film to outside repair areas to avoid damaging surrounding surfaces during repair procedure, and |



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| | <p>remove tape and wash surfaces after repairs are complete;</p> <ul style="list-style-type: none"> • Remove small pits and dimples in body metal using pick hammers and punches; • Fit and secure windows, vinyl roofs, and metal trim to vehicle bodies, using caulking guns, adhesive brushes, and mallets; • Measure and mark vinyl material and cut material to size for roof installation, using rules, straightedges, and hand shears; • Remove damaged panels, and identify the family and properties of the plastic used on a vehicle; • Replace damaged glass on vehicles; • Soak fiberglass matting in resin mixtures, and apply layers of matting over repair areas to specified thicknesses; • Shall adhere and address all health and safety rules and regulations at work; • Clean work areas, using air hoses, to remove damaged material and discarded fiberglass strips used in repair procedures; • Apply heat to plastic panels, using hot-air welding guns or immersion in hot water, and press the softened panels back into shape by hand; • Cut openings in vehicle bodies for the installation of customized windows, using templates and power shears or chisels; • Perform other related duties as required. |
| Competencies: | <p>Professionalism: Knowledge of relevant vehicle workshops and stores guidelines, directives and procedures. 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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.</p> |
| | <p>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.</p> |
| | <p>Planning and Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.</p> |



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| | <p>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.</p> |
| | <p>Commitment to Continuous Learning: Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.</p> |
| | <p>Technological awareness: Knowledge of developments in vehicle transport technology. Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.</p> |
| <p>Qualifications</p> | <p>Education: Minimum High School diploma.</p> <p>Experience: At least 2 years of relevant experience in a similar field. At least 1 year experience with UN/NGO or other International bodies added asset.</p> <p>Language skills: Good in written and spoken English. Fluency in Arabic is essential.</p> <p>Other Skills: Must have knowledge of both spreadsheet and word processing computer programs such as Microsoft Excel and Microsoft Word.</p> |
| <p>Additional information</p> | <p>Due to the high volume of applications received, ONLY those applicants who are short-listed will be notified. <u>Incomplete applications or applications received after the deadline will not be considered.</u></p> <p>The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.</p> |

Hanna Hilal CTO