

**Careers**  
Join UNHCR and make a difference



**Working with refugees is like working for humanity.**

UNHCR leads international action to protect people forced to flee their homes, delivering life-saving assistance like shelter, food and water to help safeguard fundamental human rights and ensuring safety and dignity.

With 18,788 people working in over 138 countries, we use our expertise to protect and care for 68.8 million people worldwide.

Despite the many difficulties they can face, our staff are proud to work for UNHCR and determined to make a positive impact.

**International vacancies**

Please make sure you clear your browsing history and cache before applying to avoid any issues. Should you experience further issues please contact [hr@unhcr.org](mailto:hr@unhcr.org)

UNHCR's greatest asset is our workforce. We work with passionate, talented and creative individuals who want to use their skills for good. Thanks to people like you, we can develop solutions that enable people who have been forced to flee to restart their lives and build better futures.

#### Types of employment



##### Professional staff

- International Professional category
- Talent Pools
- Consultancy Opportunities and Temporary Appointments



##### Support staff

- General Service Staff
- National Professional
- Field Service Staff



##### Other opportunities

- Junior Professional Officer
- United Nations Volunteer
- Internships



##### How we work

- Our core values
- How UNHCR encourages diversity, inclusion and gender equity
- UNHCR's People Strategy 2018-2021

##### The latest from UNHCR Careers:

- The people working for UNHCR
- Twitter
- LinkedIn

# UNHCR

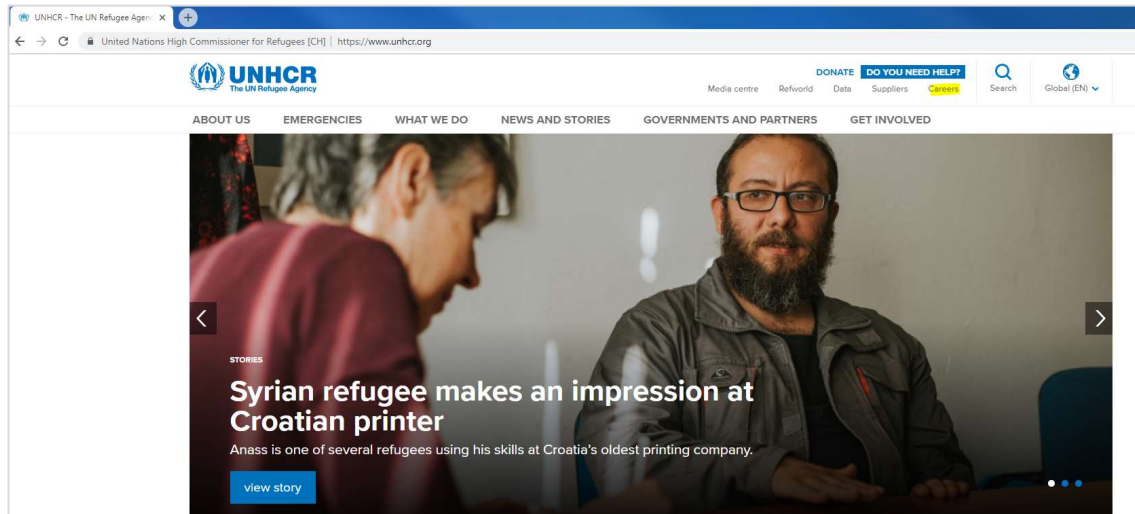
## Local Recruitment Module

### Reference Manual

### External Applicants

Navigation is shown below:

[www.unhcr.org/Careers](https://www.unhcr.org/Careers)



By clicking on Careers, applicants are taken to the first landing page, as shown in the next image. They will need to Click on Vacancies:



The applicants may use filters on the left side of the Careers page, to reduce their results for a more focused search.

The screenshot displays the 'Job Search' interface. On the left, there are several filter categories: 'Compendium Exercise', 'Salary Grade', 'Country', 'Location', 'Department', and 'Job Family'. Each category has a list of options with counts in parentheses. For example, under 'Country', there are 19 Switzerland, 12 South Sudan, 7 Uganda, 6 Hungary, and 6 Iraq. The main area shows '89 matches found' and a 'Search Results' table. The table lists job profiles with their IDs and details such as 'Location: Undetermined', 'Family Location Type: Pending', 'Hardship Level: H', 'Exercise ID: Talent Pool Profiles', and 'Posting Closure Date'. The first result is 'Profile Fleet and Asset Manager - 15482' with a closure date of 31/12/2019. Other results include 'Profile Private Sector Partnerships Officer (Individual Giving) - 15586', 'Profile Private Sector Partnerships Officer (Leadership Giving) - 15585', 'Non-specific Profile - 13233', 'Profile Shelter Cluster Coordinator - 13926', 'Profile Admin/Finance Officer - 12396', 'Profile Camp Coordination and Camp Management (CCCM) Officer - 12406', 'Profile Cash-Based Interventions Officer - 13223', 'Profile Communication Officer (Global) - 13932', 'Profile Communications Officer (Field) - 13931', and 'Profile Environmental Officer - 13225'.

Once applicants select the Job Opening they wish to apply to, they will be directed to the Job Description page in the on-line application (Personal History Form) process.

Applicant must “sign in” or register and then sign in, in order to apply. They must click on **New User** the first time they apply as an external candidate. See the following image.

Careers Job Search

→ [https://public.msrp.unhcr.org/psc/RAHRPRDX/EMPLOYEE/HR/c/HRS\\_HRAM.HRS\\_APP\\_SCHJOB.GBL?FOCUS=Applicant&SiteID=2#\\_ga=2.29379833.770289365.1547459093-1240708442.1](https://public.msrp.unhcr.org/psc/RAHRPRDX/EMPLOYEE/HR/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?FOCUS=Applicant&SiteID=2#_ga=2.29379833.770289365.1547459093-1240708442.1)

### Job Description

Sign In | New User

◀ Previous Job    Next Job ▶

**Job Details**

Job Title	Profile Fleet and Asset Manager	Job ID	15482
Location	Undetermined	Salary Grade	
Hardship Level	H	Family Location Type	Pending

**Detailed Job Description**  
Fleet and Asset Manager Profile

Various Locations

Grade: Junior (P2), Mid (P3) and Senior (P4) Level Positions

The United Nations High Commissioner for Refugees (UNHCR) is mandated to lead and coordinate international action to protect and assist refugees and other persons of concern. It is constantly seeking talented, compassionate candidates with high-integrity to strengthen its capacity to respond urgently to crises with the right skills. Given the nature of UNHCR's work, it is essential that its workforce has the right mix of skills and qualities to fulfil its mandate.

The Fleet and Asset Management Function takes on the role of leading, coordinating and supervising activities related to fleet and assets management including STIs (Serially Tracked Items) within an office and in order to ensure that compliance with UNHCR rules and procedures, cost-effectiveness and efficiency and professionalism in the management of assets and fleet. Based on the number of vehicles managed by an operation, the following standards should be applied.

- P2 Level - Up to 100 UNHCR vehicles to manage in an operation
- P3 Level - 101-300 UNHCR vehicles to manage in an operation
- P4 Level - 301 or more UNHCR vehicles to manage in an operation
- Vehicles include light vehicles as well as heavy duty vehicles
- Assets include all Property, Plant and Equipment as defined by IPSAS

Responsibilities include:

- The staff will closely collaborate with the Senior Supply Staff in the respective duty station and report technically to the Chief of the Asset and Fleet Management unit at HQ.
- Implement and maintain UNHCR's rules and procedures for Fleet and Asset Management.
- Collaborate closely with programme, administration and supply, provide inputs to planning exercises, reviews, evaluations and audits on Fleet and Asset Management.
- Regularly analyse Fleet and Asset data in MSRP VTS and FleetWave and ensure that data is up-dated at all times.
- Provide fleet and asset management reports, customised reports, gather information on all fleet assets and provide in-depth reports periodically and when requested.
- Implement and maintain vehicle and passenger security and safety procedures and systems.
- Organize local drivers to effect the timely and efficient reception to and dispatch of personnel from the office and operational areas. Report on driver movements and activities (Journey/Mission schedule).
- Ensure that UNHCR vehicles are regularly serviced and repaired in line with existing rules.
- Maintain, at all times, accurate control, recording and monitoring of drivers and vehicle logbooks, and provide monthly fuel usage reports to Senior Management.
- Review the vehicle situation to advise the office(s) on maintaining an appropriately-sized fleet and that the vehicle fleet is making optimum use of a pool or allocation system.
- Train and develop driver skills and standards to the highest international safety standard.
- Provide advice on applicable fleet issues that affect the overall logistics operation.

They begin by clicking the “Apply” button, after which the page in the next image will open. The applicant must click on “Next” in order to move ahead in the application process.

Start   Letter of Interest   Personal Information   Profile Information   Qualifications   Review/Submit

Start - Step 1 of 6    Exit   Previous   Next

Applying for: Prot Associate

This job application allows you to enter a Letter of Interest and review a number of sections for Responsibilities, Work Experience, Skills, and Qualifications where you may review your current profile.

**Internal applicants:** You need only to complete the Letter of Interest. All other sections may be ignored, and any information that you see or do not see in these sections is not relevant to you as an internal applicant as your data is stored elsewhere. For serving staff members and internal applicants the Fact Sheet is used, and includes all required information including information not shown in this part of the application but which exists in your internal records. Your Fact Sheet will be shared with Managers. Therefore, please ensure it is up-to-date, found under Self-Service/Personal Information. To update Education or Languages information in your profile, please use your Self-Service access under Learning and Development. For updates to Work Experience outside of UNHCR, access Self-Service under Personal Information. Note that some items you add through Self-Service, may require verification prior to appearing on your Fact Sheet.

**External applicants** must complete all sections, reading instructions carefully as you proceed, or update this online application, ensuring to answer all questions in the Additional Information page.

Note, you may **Save as Draft** until you are ready to Submit.

To continue with the application process, you must agree to the **Terms & Agreements** on this page. By agreeing to the terms you acknowledge your acceptance. If you do not agree to these terms, select the Exit button.

**Need help?**  
Before proceeding please note the following in case you experience problems during the application process. To report an issue, UNHCR's Global Service Desk can be contacted by email (GlobalSD@unhcr.org), or by telephone at +41 (0)22 739 8888.

**Agreements**

**Application Terms & Agreements**

You confirm the information you will provide or review & submit in this application form is accurate.

Your application will be reviewed in the near future, and you will be contacted if you are short-listed for an interview.

Note: Please do not contact UNHCR directly regarding the status of this application.

I agree to these terms.

Exit   Previous   Next

Applicants must agree to the terms, before reaching the **Letter of Interest** page of the application. They must include a Letter of Interest and completed online application including personal, profile and qualifications information.

In the “Additional Information” section all questions MUST be answered. Once all is completed, the applicant may click “Review/Submit” application. Here the candidate may preview their application and review it by section.

By clicking on “Confirmation and Consent” the applicant will submit their application, and receive automatic notification by e-mail that the application has been submitted.