

## Terms of Reference

### United Nations Development Programme (UNDP)

<b>Post Title</b>	<b>Panel Beater / Painter</b>	<b>Deadline</b>	<b>21 October 2018</b>
<b>IC number</b>	<b>IC066/18</b>	<b>Location</b>	<b>Baghdad</b>
<b>DUTIES AND RESPONSIBILITIES</b>			
<p>Under the supervision of the UNAMI Workshop supervisor, the Panel beater/painter will be responsible for the following duties:</p> <ul style="list-style-type: none"> <li>• Repair and or replace vehicle panels, bumpers, lights, locks etc.</li> <li>• Perform panel beating/body filling, Chassis repairs</li> <li>• Undertake electrical and gas welding/cutting tasks</li> <li>• Perform final painting including application primer; top coat, lacquer and or hand painting of UN signs and number plates as required.</li> <li>• Replace vehicle glass.</li> <li>• Performs any other ad hoc duties as delegated by the workshops supervisor.</li> </ul>			
<b>QUALIFICATIONS AND EXPERIENCE</b>			
<p><b>Education:</b> High school diploma or equivalent and technical training in Motor Vehicle Technician (National Technician Certificate or equivalent) are an essential requirement</p> <p><b>Experience:</b> A minimum of four years of relevant work experience in vehicle panel beating and automobile refinishing is required.</p> <p><b>Language:</b> Basic communication skills (oral and basic written English and Arabic) are required.</p> <p><b>Other Skills/requirements:</b> Must have physical capacity to lift and carry heavy equipment up to 50kg. Must have valid driver's license. Truck and heavy vehicles licence and advantage.</p>			
<b>UN CORE VALUES AND COMPETENCIES</b>			
<p><b>Professionalism:</b> Demonstrated ability to repair vehicles to a high standard. Follows high standards of safety procedures when repairing and fitting replacement parts.</p> <p><b>Teamwork:</b> Excellent interpersonal skills, including ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender.</p> <p><b>Communication:</b> Ability to speak and understand English and Arabic.</p> <p><b>Client Orientation:</b> Receptive towards client needs by maintaining good working relationships. Maintains tact, diplomacy, politeness and courtesy at all times.</p> <p><b>Technological Awareness:</b> Initiative and willingness to learn new skills and flexibility toward changes in assignment tasks. Ability to keep abreast of changes in transport/mechanical technology.</p>			
<b>APPLICATIONS</b>			
<p>Interested candidates should complete the following Annexes:</p> <ol style="list-style-type: none"> <li>1. Annex 1 : Confirmatuion of Ineterset</li> <li>2. Annex 2 : Personal History form (P.11)</li> <li>3. Annex 3 : Price Schedule sheet</li> <li>4. Annex 4 : General Terms of Reference</li> </ol>			
<b>Incomplete submissions will not be processed.</b>			