

**UNHCR**United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

**United Nations High Commissioner for Refugees (UNHCR)  
National Office, UNHCR/ Greece**

**Vacancy Announcement No. UNHCR GCR/UNHCR/15-35 R1  
External/Internal Circulation**

<b>Position Title:</b> Driver	<b>Position Level:</b> G-2	<b>Date Issued:</b> 23/12/2015
<b>Number of positions:</b> 7	<b>Report To:</b> Senior UNHCR Staff	<b>Closing Date:</b> 06/01/2016
<b>Section:</b> Administration	<b>Duty Station:</b> Lesvos (3), Eidomeni (2), Samos (1), Chios (1)	<b>Contractual Status:</b> Temporary Appointment until 31/03/2016 (with possibility of extension)

**Assignment date**      January 2015

**Duties and Responsibilities:**

- Drive UNHCR vehicles for the transport of authorized passengers and delivery and collection of mail, documents, UNHCR pouch and other items.
- Meet official personnel at the airport and facilitate immigration and customs formalities as required.
- Perform day-to-day maintenance of the assigned vehicles; check oil, water, battery, brakes, tires, etc. and ensure that the assigned UNHCR vehicles are road worthy and maintained up to the established security standards.
- Perform minor repairs and arrange for other repairs and ensure that the vehicle is kept clean.
- Ensure that the steps required by rules and regulations are taken in case of involvement in accident.
- Log official trips, daily mileage, gas consumption, oil changes, greasing, etc.
- Perform other related duties as required.

## **ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED**

- Completion of Primary Education or equivalent technical or commercial school.
- Minimum 2 years of previous job experience relevant to the function.
- Driving licence, knowledge of driving rules and regulations and skills in minor vehicle repair.
- Fluency in English; working knowledge of another relevant UN language an asset; local language (Greek) desired.

## **DESIRABLE QUALIFICATIONS & COMPETENCIES.**

- Mechanical skills.

Please apply in writing (**P.11, CV and application/motivation letter**), indicating vacancy announcement number, and position title to:

**Attention Vacancy No: GCR/UNHCR/15-35, Driver, UNHCR, Greece**

**Applications must be submitted by e-mail to the address indicated below:**

[greatvac@unhcr.org](mailto:greatvac@unhcr.org)

**Please indicate the location of the position you are applying for.**

**Considering various locations of the advertised position, local residents are encouraged to apply.**

Applications received will not be acknowledged, only the short-listed candidates will be notified of the outcome of the competition, and will be invited for a driving test and an interview.

Personal history (P.11 form) is attached or can be downloaded from:  
[www.unhcr.org/recruit/p11new.doc](http://www.unhcr.org/recruit/p11new.doc)

**P.11 form is mandatory and should be SIGNED by the applicant.**

**UNHCR does not charge a fee at any stage of the recruitment process. UNHCR aims for workforce diversity at all levels and encourages qualified women and persons with disabilities to apply.**

**Acknowledgments will only be sent to short-listed candidates under serious consideration.**