



**United Nations High Commissioner for Refugees (UNHCR)**

**Internal/External Vacancy Announcement**

**Vacancy Notice No.: IVN/EVN/RSC/16/007**

<b>Title of Post</b>	Driver	<b>Level</b>	G2
<b>Post Number:</b>	10025506	<b>Date of Issue</b>	05/12/2016
<b>Location</b>	Regional Service Centre, Nairobi	<b>Closing Date</b>	19/12/2016

**Organizational Context** (*role of the position within the team, describing its leadership role, it's external/internal work relationships or contacts, the contextual environment in which it operates and the scope of supervision received, and where applicable, exercise by the incumbent*)

The Driver position in the Office normally falls under direct supervision of the Administrative Associate. The incumbent is responsible for up keep and maintenance of the assigned UNHCR vehicle(s) as per technical guidance and specifications established by the organisation. He/she is required to follow strict instructions and security guidance provided by the supervisor. While basic function of a Driver is to drive the official vehicles of UNHCR, he/she may be called upon to perform minor maintenance and repair of UNHCR vehicles.

The incumbent has regular contacts with staff within UNHCR office and with service providers outside UNHCR involving a limited exchange of information.

**Purpose and Scope of Assignment**

*(Concise and detailed tasks and responsibilities to be undertaken)*

**Accountability** (*key results that will be achieved*)

- Assigned UNHCR vehicles are properly maintained and equipped as per technical guidance and specifications established by the Organisation.
- Local traffic rules and regulations are strictly observed.
- Instructions and security guidance provided by the supervisor and security focal point are strictly followed by the Driver and the passengers during the journey.

**Responsibility** (*process and functions undertaken to achieve results*)

- 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.

**Authority** (*decisions made in executing responsibilities and to achieve results*)

- Drive the vehicle only when his/her safety or security is not at risk.
- Ask the passenger about the destination of the journey and route.
- Decline to drive passengers not authorized to be in a UNHCR vehicle.

**Essential Minimum Qualifications and Experience**

- 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.
- Good knowledge of English and local language.

**Desirable Qualifications & Competencies**

- Mechanical skills

**Values**

- Integrity
- Professionalism
- Respect for Diversity

**Core Competencies**

- Accountability
- Team Work & collaboration
- Communication
- Commitment to Continuous Learning
- Client & Results Orientation
- Organizational Awareness

**Remuneration:**

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>

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### **Submission of Applications:**

If you wish to be considered for this vacancy, please submit your **letter of motivation, factsheet (in case of internal candidates) and P11 Form by e-mail with the Position Title, Vacancy notice number and your Last Name in the subject line to: [kenrhhr@unhcr.org](mailto:kenrhhr@unhcr.org)** by **Monday 19 December 2016**.

The Personal History Form (P11) attached and also available at the following link:  
[http://www.unhcr.org/recruit/P11\\_UNHCR.doc](http://www.unhcr.org/recruit/P11_UNHCR.doc).

**No late applications will be accepted. Only short-listed candidates will be contacted.** UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).

UNHCR strongly encourages qualified female applicants for this position. **Shortlisted candidates may be required to sit for written test and/or oral interview as well as participate in a technical assessment.** UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.

Candidates should also submit copies of academic Certificates from the relevant institutions.

*Refugees - who cares? We Do.*

