



Internal/External Vacancy Notice

Driver G-2 (TEMPORARY APPOINTMENT)

United Nations High Commissioner for Refugees (UNHCR)

Summary of the position:

Title of the Position: Driver

Position Number: 10027670

Category & Level: General Service, G2

Location: RRCE Field Unit Szeged, Hungary

Effective date: as soon as possible

Duration: initially until 30 June 2018, with possible extension

Closing Date: 04/01/2018

I. Organizational Context

The Driver position in the Office normally falls under direct supervision of the Administrative Officer/Assistant. 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.

II. Functional Statement

Accountability:

- 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.

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.

Authority:

- 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.

III. Qualifications

Essential minimum qualifications, professional experience and required competencies:

- Good knowledge of English and local language
- 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.

Desirable qualifications and competencies:

- Mechanical skills.

IV. Contract and Remuneration

Initial contract, Temporary Appointment, initially till 30 June 2018, with the possibility for further extension.

Remuneration as per UNHCR Staff Rules and Regulations. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>

V. APPLICATION

Interested candidates are invited to fill a Personal History (P.11) form that can be downloaded from <http://www.unhcr.org/recruit/p11new.doc> or from: <http://www.unhcr-centraleurope.org/en/general/employment/vacancies>. Completed forms are to be submitted with a motivation letter and detailed resume in English, with copies of certificates/diplomas by e-mail, to: RRCEPOST@unhcr.org. The subject line should indicate the reference number **RRCE/2017/021**.

Candidates must comply with all eligibility requirements for employment in accordance with the prevailing legislative requirements in Hungary.

Only shortlisted candidates will be notified. Shortlisted candidates may be required to sit for a test.

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