

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)**  
**EXTERNAL VACANCY ANNOUNCEMENT**  
**Vacancy Notice No. BRABR/2019/086**

<b>Title of Post</b>	<b>Driver</b>	<b>Location</b>	<b>Manaus, Brazil</b>
<b>Contract type</b>	<b>Temporary Agreement (TA)</b>	<b>Category/grade</b>	<b>General Service, G2</b>
<b>Opening date</b>	<b>16 October 2019</b>	<b>Closing Date</b>	<b>30 October 2019</b>
This vacancy has an initial period of six months with the possibility of extension subject to satisfactory performance and budgetary availability.			

**Operational 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 organization. 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.

**Functional Statement:**

**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**

- 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.

## **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 license, knowledge of driving rules and regulations and skills in minor vehicle repair.
- Fluency in Portuguese and good knowledge of English.

## **Desirable Qualifications & Competencies:**

- Mechanical skills.

## **Eligibility:**

Candidates must meet the essential minimum requirements of the position and candidates not citizens of the country must comply with all eligibility requirements for employment in line with the prevailing legislative prerequisites in the country.<sup>1</sup>

## **Submission of Applications:**

If you wish to be considered for this vacancy, please submit your letter of motivation and signed Personal History Form to [brabrhr@unhcr.org](mailto:brabrhr@unhcr.org) by **30 October 2019**, with the subject line “**BRABR/2019/086 TA Driver, Manaus**”. Application files must be named with the candidate’s full name, e.g. “NAME, LAST NAME – PHF”.

**No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test, oral interview and/or technical test.** UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or any other fees).

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to diversity and welcomes applications from all qualified candidates without distinction on the grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity. All applications will be treated with the strictest confidentiality.