

The Representation of the United Nations High Commissioner for Refugees (UNHCR) in Ukraine invites qualified candidates to apply for the following vacancy:

**Functional Title & Grade:** Driver, GL-2  
**Contractual Status:** Fixed term appointment for 1 year with possible extension upon satisfactory performance  
**Position No** 10023894  
**Duty Station:** Sloviansk, Ukraine

**Date of Issue:** 06/01/2020  
**Deadline for applications:** 20/01/2020

## EXTERNAL VACANCY ANNOUNCEMENT

### OPERATIONAL CONTEXT

The Driver/G2 in the UNHCR Sub Office is supervised by the Administrative/Finance Associate. Besides driving, the incumbent is responsible for up keep and maintenance of the assigned UNHCR vehicles as per technical guidance and specifications established by the Organisation. S/he is required to follow strict instructions and security guidance provided by the supervisor. While the basic function of a driver is to drive the official vehicles of UNHCR, s/he may be called upon to perform minor maintenance and repair of UNHCR vehicles.

The Driver has regular contacts with staff within the UNHCR Office and with others (including Partners, government authorities, etc.) outside UNHCR involving a limited exchange of information.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

### **Duties:**

- Drive UNHCR vehicles for the transport of authorized passengers, deliver, and collect documents and other items.
- Meet official personnel at airports or other locations 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 or waterway worthy and maintained up to the established security standards.
- Perform minor repairs, arrange for other repairs, and ensure that the vehicle is kept clean.
- Ensure that the steps required by rules and regulations, or other local procedures, are taken in case of involvement in an accident.
- Log official trips, daily mileage, gas consumption, oil changes, greasing, etc.
- Ensure that instructions and security guidance provided by the supervisor and security focal point are strictly followed.
- Ensure valid documentation for passengers, items or cargo in vehicle.
- Perform other related duties as required.

### **Competency Requirements**

#### **Core Competencies:**

*Accountability*

*Communication*

*Organizational Awareness*

*Teamwork & Collaboration*

*Commitment to Continuous Learning*

*Client & Result Orientation*

**Cross-Functional Competencies:**

*Technological Awareness*

*Analytical Thinking*

*Planning and Organizing*

**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 license for categories "B" and "C" (valid for driving both soft skin and armoured vehicles up to 5,500 kg) is mandatory; Knowledge of driving rules and regulations;
- Good knowledge of English. Fluency in Ukrainian and Russian.

**DESIRABLE QUALIFICATIONS & COMPETENCIES**

- Safe driving record;
- Auto Mechanics Certificate;
- Basic Vehicle Mechanical Skills;
- Experience of driving in the conflict-affected areas will be considered as an asset.

**LANGUAGE:**

- Fluency in Ukrainian and Russian;
- Good knowledge of English.

**Interested applicants should forward the UN personal history form**

**(P-11) with a Supplementary Sheet (if applicable) in English explaining their interest in the position to the**

**e-mail: [vacancy@unhcr.org](mailto:vacancy@unhcr.org)**

**by indicating the post title and position number they are applying for in the subject line.**

**Candidates must be legally present in Ukraine at the time of application, recruitment and hire.**

**Download UN personal history form (P-11) [here](#)**

**Download Form P11 Supplementary Sheet [here](#)**

**Only short-listed applicants will be contacted, no late applications will be accepted.**

**Driving test will be administered.**

**UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).**