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## JOB POSTING DETAILS

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<b>Posting Title:</b>	<b>Driver, GL-2</b>
<b>Opening Number:</b>	<b>OSESGY-2022-TJO-003</b>
<b>Job Code Title:</b>	<b>Driver</b>
<b>Department/Office:</b>	<b>Office of the Special Envoy of the Secretary General in Yemen - OSESGY</b>
<b>Location:</b>	<b>Amman, Jordan</b>
<b>Type of Contract:</b>	<b>Temporary Job Opening</b>
<b>Duration of Contract:</b>	<b>Six months</b>
<b>Posting period:</b>	<b>13 -19 October 2022</b>

**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

The United Nations is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

### **Org. Setting and Reporting:**

The position is located in the Service Delivery Pillar of the Mission Support Component of the Office of the Special Envoy of the Secretary General in Yemen (OSESGY). The incumbent will be based in Amman, Jordan and will report directly to the Transport Assistant based in Hudaydah.

### **Responsibilities:**

Within the limits of delegated authority, the Driver at the GL-2 level may be responsible for performing the following duties:

- Performs VIP and Standby Driver duties;
- Makes deliveries of parcels, documents, etc., between the mission compound(s) and other offices and institutions, e.g. Ministries, Embassies, Permanent Missions, etc;
- Makes minor purchases and collects urgent requirements from local suppliers as requested. Collect goods from Customs with due regard to customs regulations and formalities. May make or collect payments for goods if required;
- Drives vehicles safely for the transportation of authorised personnel and general cargo goods;

- Collects and delivers mail, documents, and other items;
- Meets personnel traveling on official duty at the airport;
- Deals effectively and tactfully with officials and visitors;
- Takes care of the day-to-day maintenance of the assigned vehicles, checks oil, water, battery, brakes, tires, etc.; performs minor repairs and arranges for other repairs to be done by third party, and ensures that the vehicles are kept clean;
- Assists the workshop in the preparation of trucks for field trips, such as changing wheels, cleaning air filters, and general check-over;
- Logs fuel consumption, maintenance etc;
- Ensures that the steps required by the Rules and Regulations in case of accident are followed;
- Performs other duties as assigned.

### **Core Competencies:**

#### **Professionalism:**

Shows pride in work and in achievements; Demonstrates professional competence and mastery of subject matter; Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; Is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; remains calm in stressful situations; Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; Is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**Client Orientation:** Considers all those to whom services are provided to be "clients " and seeks to see things from clients' point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect; Identifies clients' needs and matches them to appropriate solutions; Monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; Keeps clients informed of progress or setbacks in projects; Meets timeline for delivery of products or services to client.

#### **Education:**

A high school diploma or equivalents is required. Driver training with a valid driver's license is required.

#### **Work Experience:**

A minimum of one (1) year of progressively responsible experience in the provision of driver services is required. Experience as a driver with a safe driving record is required. Experience

in driving a variety of makes and models of vehicles, light passenger vehicles, sedans, heavy and light 4x4 sports utility vehicles (SUV's), ambulances and pick-up trucks, cargo and passenger van is desirable. Experience driving VIPs/high level officials for international organizations, embassies or governmental institutions is desirable.

**Languages:**

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English and Arabic (both oral and written) is required.

**Assessment:**

Evaluation of qualified candidates may include an assessment exercise which may be followed by an informal interview.

**United Nations Considerations:**

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

**No Fee:**

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS