
JOB POSTING DETAILS

Posting Title:	Driver, GL-2 (2 posts)
Opening Number:	OSESGY-2023-TJO-001
Job Code Title:	Driver
Department/Office:	Office of the Special Envoy of the Secretary General for Yemen - OSESGY
Location:	Aden, Yemen
Type of Contract:	Temporary Appointment
Duration of Contract:	6 months
Posting period:	8 – 15 March 2023

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

The Human Resources Section invites all interested and qualified candidates to apply for the announced position. All interested candidates should submit their applications (Personal History Profile – P11) to the Recruitment Unit via email OSESGYrecruitment@un.org.

Important Notice: Applicants are required to submit only the P-11 form at this time since OSESGY is not able to consider a Curriculum Vitae or Resume. Therefore, *only applications made via the UN P-11 form will be considered*. Additionally, please do not submit any supporting documents such as diplomas / educational certificates. These documents will be requested only from those candidates who have successfully passed the assessment / interview process.

The United Nations Secretariat 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 Aden, Yemen and will report directly to the Transport Assistant based in Hudaydah.

Responsibilities:

Within delegated authority, the Driver will be responsible for the following duties:

- Drives vehicles safely for the transport of authorized personnel and, in the case of Peacekeeping missions, for the transport of general cargo goods. Collects and delivers of mail, documents, and other items.
- Meets official personnel at the airport.
- Deals effectively and tactfully with officials and visitors.
- Takes care of the day-to-day maintenance of the assigned vehicles, check oil, water, battery, brakes, tires, etc.; perform minor repairs and arranges for other repairs and ensures that vehicle is kept clean.
- Logs official trips, daily mileage, gas consumption, oil changes, greasing, etc
- Ensures that the steps required by rules and regulations are taken in case of involvement in an accident.
- Assists the workshop in the preparation of trucks for field trips, such as changing wheels, cleaning air filters, and general check-over.
- Provides fuel forecast for monthly operations, including vehicles and generators
- Keeps a log of fuel consumption on daily basis and compiles a monthly report of fuel consumption of vehicles and generators.
- 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 equivalent is required. A valid driver's license is required.

Job – Specific Qualifications:

Driver training with a valid National Driving License is required. Please attach a copy of the National Driving license.

Work Experience:

A minimum of two (2) 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