
JOB POSTING DETAILS

Posting Title:	Driver
Job Code Title:	Driver
Opening Number:	OSESGY-2018-IC-001
Department/Office:	Office of the Special Envoy of the Secretary-General for Yemen
Location:	Aden, Yemen
Type of Contract:	Individual contract
Duration of Contract:	Three (3) months
Posting period:	8 – 15 August 2018

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

Special Notice:

The Office of the Special Envoy of the Secretary General for Yemen 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.

This Job Opening is for an initial period of three (3) months with possible extension to a maximum period of nine (9) months. Any extension of contract is subject to availability of funds.

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.

Org .Setting And Reporting:

This position is located in the Office of the Special Envoy of the Secretary-General to Yemen (OSESG-Yemen) and based in Aden. The Driver will report to the Administrative Officer.

Responsibilities:

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

- Drives vehicles safely for the transport of authorized personnel.
- 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
- Performs other duties as assigned.

Education:

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

Work Experience:

A minimum of one to two (1-2) years of progressively responsible experience in provision of driver services. Experience as a driver with a safe driving record. 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.

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 Method:

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