
JOB POSTING DETAILS

Posting Title:	Driver, GL-3 (multiple posts)
Job Code Title:	Driver
Opening Number:	UNMHA-2019-NJO-003
Department/Office:	United Nations Mission to Support the Hudaydah Agreement – UNMHA
Location:	Sana'a, Yemen
Type of Contract:	Temporary Appointment
Duration of Contract:	Six Months
Posting period:	21 May 2019 – 31 May 2019

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

Special Notice:

This position is being advertised for advance planning purposes pending formal approval of the relevant funding and staffing structures for a duration of 6 months. An appointment may be terminated, or post level adjusted in accordance with the Staff Rules for such reasons as abolition of post or reduction of staff or committee funding approvals, for example in the event that the funding for the post is not approved or the mandate of the mission is not extended.

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 United Nations Mission in Support of the Hudaydah Agreement (UNMHA). The incumbent will be based in Sana'a, Yemen and will report directly to the Officer-in-Charge of Transport.

Responsibilities:

Within the limits of delegated authority, the Driver at the GL-3 level may be responsible for performing the following duties:

- Makes deliveries of parcels, documents, etc., between the office and other offices and institutions, e.g. Ministries, Embassies, Permanent Missions, etc;

- Makes minor purchases and collect urgent purchases from local suppliers as requested. Collect goods from the customs with due regard to customs regulations and formalities. May make or collect payment for goods;
- Drives vehicles safely for the transport of authorised personnel and, in the case of field 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;
- Performs VIP and Standby Driver duties;
- 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 rules and regulations are taken in case of accident;
- Acts as a team leader; assigns tasks/ shifts to junior drivers;
- 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. Driver training with a valid driver's license is also required.

Work Experience:

A minimum of five (5) years of progressively responsible experience in 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.

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 a competency-based interview.