

Driver

Internal Job Description

Grade

GS2

Staff Member / Affiliate Type

General Service

Reason

Regular > Regular Assignment

Job Category

Standard

Remote work accepted

No

Target Start Date

2023-01-01-08:00

Job Posting End Date

December 14, 2022

Compendium

Standard Job Description

Driver Organizational Setting and Work Relationships The Driver in the UNHCR Office is normally supervised directly by the Administrative Officer/Associate/Assistant or another staff member when the scale of the Operation so require it. Besides driving, the incumbent is responsible for up keep and maintenance of the assigned UNHCR vehicle(s) 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. - Ensures valid documentation for passengers, items or cargo in vehicle. - Perform other related duties as required. Minimum Qualifications Years of Experience / Degree Level For G2D - 2 years relevant experience with Completion of Primary Education or High School Diploma or higher Field(s) of Education Not applicable Certificates and/or Licenses \*Driving Licences; (Certificates and Licenses marked with an asterisk\* are essential) Relevant Job Experience Essential Driving licence, knowledge of driving rules and regulations. Desirable Not specified. Functional Skills \* DV-Driving Rules and Regulations DV - Basic Vehicle Mechanical Skills; (Functional Skills marked with an asterisk\* are essential) Language Requirements For International Professional and Field Service jobs: Knowledge of English and UN working language of the duty station if not English. For National Professional jobs: Knowledge of English and UN working language of the duty station if not English and local language. For General Service jobs: Knowledge of English and/or UN working language of the duty station if not English. All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination and abuse of power. As individuals and as managers, all must be proactive in preventing and responding to inappropriate conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant

UNHCR resources when these issues arise. This is a Standard Job Description for all UNHCR jobs with this job title and grade level. The Operational Context may contain additional essential and/or desirable qualifications relating to the specific operation and/or position. Any such requirements are incorporated by reference in this Job Description and will be considered for the screening, shortlisting and selection of candidates.

Desired Candidate Profile

Operational context

**Occupational Safety and Health Considerations:**

**Nature of Position:**

**Living and Working Conditions:**

Functional Clearance

This position doesn't require a functional clearance

Required languages (expected Overall ability is at least B2 level):

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Desired languages

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Additional Qualifications

Skills

DV - Basic Vehicle Mechanical Skills, DV-Driving Rules and Regulations

Education

Certifications

Driving License - Other

Work Experience

Administration

Competencies

Accountability, Analytical thinking, Client & results orientation, Commitment to continuous learning, Communication, Organizational awareness, Planning & organizing, Teamwork & collaboration, Technological awareness

UNHCR Salary Calculator

<https://icsc.un.org/Home/SalaryScales>

Residential Location (if applicable)

**Nouakchott, Mauritania**

Other information

Internal: Driver

**Job Details**

<b>Job Requisition ID</b>	JR2205857
<b>Location</b>	Bassikounou, Mauritania
<b>Posting Date</b>	05/12/2022 - Today
<b>Job Family</b>	5.3.a Transport
<b>Time Type</b>	Full time
<b>Job Type</b>	General Service
<b>Supervisory Organization</b>	Mauritania, Bassikounou - Administration (Malimda LEMOU- BOBINEAU (10024738))

**Hiring Manager**

Malimda LEMOU- BOBINEAU (10024738)

**Team Members**