
JOB POSTING DETAILS

Posting Title:	Driver, GL-2 (multiple posts)
Job Code Title:	Driver
Opening Number:	UNMHA-2022-TJO-012
Department/Office:	United Nations Mission to Support the Hudaydah Agreement - UNMHA
Type of Contract:	Temporary Appointment
Duration of Contract:	six months
Location:	Aden, Yemen
Posting period:	2-9 October 2022

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

Special Notice:

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 unmha-recruitment@un.org

Important Notice: Applicants are required to submit only the P-11 form at this time, so please do not submit any additional documents such as Curriculum Vitae or 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 United Nations Mission in Support of the Hudaydah Agreement (UNMHA). The incumbent will be based in Aden, Yemen and will report to the Transport Assistant based in Hodeida.

Responsibilities:

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

- Drives vehicles safely for the transportation of authorised personnel and general cargo goods. Collects and delivers of mail, documents, and other items as required;
- 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, ensures vehicles are kept clean;
- Logs official trips, daily mileage, gas consumption, oil changes, greasing, etc;
- Ensures that the steps required by the Rules and Regulations in case of involvement in an accident are taken;
- Assists the workshop in the preparation of trucks for field trips, which includes activities such as the changing wheels, the cleaning air filters, and general check-over;
- Provides fuel forecasts for monthly operations, including vehicles and generators.
- Keeps a log of fuel consumption on daily basis and compiles a monthly report of fuel consumption for vehicles and generators if necessary.
- 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.

Creativity: Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks “outside the box”; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

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.

Education:

A high school diploma or equivalent is required. Driver training and having 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.

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) are 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.