



UNITED NATIONS SUPPORT OFFICE IN SOMALIA (UN SOS)

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY
THIS POSITION IS OPEN TO KENYA NATIONALS ONLY AND DOES NOT HAVE INTERNATIONAL BENEFITS
FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY

DEADLINE FOR APPLICATIONS	:	15 NOVEMBER 2019
DATE OF ISSUANCE	:	16 OCTOBER 2019
FUNCTIONAL TITLE	:	LIGHT VEHICLE DRIVER
LEVEL	:	GL-2
SECTION	:	TRANSPORT SECTION
LOCATION	:	NAIROBI
DURATION OF CONTRACT	:	ONE (01) YEAR FIXED-TERM APPOINTMENT
VACANCY ANNOUNCEMENT NUMBER	:	UN SOS/TS/038/2019

Special Notice:

This position is funded for an initial period of one year, extension of appointment will be subject to budgetary approval. Appointment against this post is on a local basis. The candidate is responsible for any travel expenses incurred in order to take-up the appointment. All applicants are strongly encouraged to apply on-line as soon as possible after the job opening has been posted and well before the deadline stated in the job opening.

Interested applicants who are working with UN SOS/UN SOM Third Party Contractors must fulfill the obligations of their contracts with the UN Contractors to be eligible to apply for this vacancy. Applicants should also clearly indicate in their application the name of their employer

Organizational Settings and Reporting Relationships;

This position is in the United Nations Support Office in Somalia (UN SOS) Transport Section. The incumbent reports to the Medical Officer in charge of the Medical Services Section in Nairobi.

Responsibilities:

1. Summary of principal functions.

- Drives light to moderately heavy vehicles including passenger transportation vans, cargo vans and transportation trucks.
- S/he carries out activities such as changing wheels, cleaning air filters, and general checking to confirm sound mechanical condition of the vehicle.
- S/he will be assigned permanently to work with Medical section providing vehicular support such as driving seating and stable patients from the Airport to the Hospitals, from hospitals to guest houses and vice versa. S/he is also responsible for taking doctors to all the hospitals for routine and ad hoc hospital/ward rounds. The incumbent will also support patient Escorts going back to the airport for onward travel to Mogadishu.

2. Representative Deliverables

- Provision of reliable and secure driving services by driving office vehicles for the transportation of authorized personnel, delivery and collection of mail, documents and other items.;
- Provides transport support when required for seating and stable patients;
- Provides transport support for UNSOS Doctors on hospital/ward rounds.
- Provides transport support for patients accommodated at UNSOS guest houses.
- Provides transport support for patient Escorts returning to the Airport.
- Delivers incoming patients from the Airport to the emergency room of the designated hospital, and coordinates with ER personnel to ensure that patients are admitted as planned.
- Collects discharged patients from hospital focal points for onward transportation to the airport or guest houses as directed by UNSOS medical officers.
- Safely transport authorized personnel and general cargo/goods and or specialized hazardous vehicles.
- Follows required rules and regulations in cases where the vehicle is involved in an accident.
- Applies good judgment in the context of assignments given.
- Meets official personnel at the airport and facilitates immigration and customs formalities as required. Deals effectively and tactfully with officials and visitors.
- Ensures cost-savings through proper use of vehicle and accurate maintenance of daily vehicle logs.
- Ensures proper day-to-day maintenance of the assigned vehicle by carrying out repairs, deciding on major repairs, changes oil in a timely manner, checking tires, brakes and tires.
- Ensures the vehicle is kept clean and carries out minor repairs on the vehicle and deciding when more technical repairs are needed.
- Carries out other patient-related duties as may be directed by the CMO.

3. Ultimate results:

- UNSOS vehicles are properly utilized and maintained
- Log Medical Evacuation trips, number of patients, daily mileage, fuel consumption and prepare the medical support situation report.
- Timely completion of vehicle services' related request without affecting the environment and in compliance/accordance to the UN Environmental procedures and requirements;
- Maintain daily records of consumption of Fuel and Lubricants to analyze weekly and monthly data.
- Follows required rules and regulations in case the vehicle driven is involved in an accident.
- Performs other duties as assigned.

Results of Service

Driving assignments are carried out safely and cost effectively in a timely manner.

Competencies:

Professionalism: shows pride in work and in achievements; Demonstrates professional competence and mastery of subject matter; the personnel is conscientious and efficient in meeting commitments, observing deadlines and achieving results; he is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenge and remains calm in stressful situations among other competencies.

Communication: speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailor's language, tone, style and format to match the audience; demonstrates openness in sharing information and keeping people informed.

Teamwork: Works collaboratively with colleagues to achieve organizational goals, solicits input by genuinely valuing other 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 positions shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Qualifications/Special Skills

Education: High school diploma or equivalent.

Licenses: Applicants are required to produce a valid driving license from their national Traffic Department. The license must also confirm that they are cleared to operate Category "B" vehicles for more than three (3) years. Applications received without a copy of required driving license will not be considered

Experience: At least three (3) years of working experience in the field of operation of vehicles and related maintenance of the related equipment.

Language: English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of another official United Nations language is an advantage.

Assessment

Method: Evaluation of qualified candidates may induce an assessment exercise which may be followed by competency-based interview.

How to Apply:

Qualified candidates may submit their applications including their United Nations Personal History Profile (PHP) to the address mentioned below quoting vacancy announcement number and functional title on the subject line on or before the deadline. The PHP is on the <https://unsos.unmissions.org/jobs>. Applications submitted after the deadline **15 November 2019** will not be accepted. Curriculum Vitae (CVs) will not be accepted. Only shortlisted candidates will be contacted.

Email: recruitment-unsoa@un.org

Kindly attach a copy of High School Certificate, Passport and or National Identification Card.

These are required as part of your application for consideration of eligibility.

Please note CID and NISA Certificates are required at a later stage of the recruitment process.

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.

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING).