



## UNITED NATIONS SUPPORT OFFICE IN SOMALIA (UNSOS)

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	:	09 MARCH 2021		
DATE OF ISSUANCE	:	08 FEBRUARY 2021		
FUNCTIONAL TITLE	:	DRIVER		
LEVEL	:	GL-2		
SECTION	:	TRANSPORT SECTION		
LOCATION	:	MOMBASA		
DURATION OF CONTRACT	:	ONE	(1)	YEAR
APPOINTMENT	:			FIXED-TERM
VACANCY ANNOUNCEMENT NUMBER	:	UNSOS/TS/001/2021		

### 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 Contractors must fulfil the obligations of their contracts with the UN Contractors in order to be eligible to apply for this vacancy.

### Organizational Setting and Reporting Relationships:

The position is located in Transport Section of the United Nations Support Office in Somalia (UNSOS). The incumbent will be based in Mombasa, Kenya and will be under the direct supervision of the Chief Transport, Fleet Manager and overall supervision of transport focal point Kenya

### Responsibilities:

Within the delegated authority, the Property Management Assistant will be responsible for the following duties:

- Provide vehicular support when required to ad-hoc or special tasks such as driving light vehicles for UNSOS officials and other staff, visiting delegations, VIP visitors during normal and/or outside working hours.

- Provide regular shuttle bus services, along established routes.
- As required, provide additional shuttle bus services to other destinations for UNSOS Personnel operating within the Mission area.
- Conduct periodic, physical inspections on vehicles, to ensure they are maintained correctly, daily cleanliness (indoor and outdoor of the vehicle) and to detect damage and losses as well as for day-to-day maintenance of the assigned vehicle: check oil, water, battery, tires, etc.
- Perform a variety of additional ad-hoc tasks as and when requested by the Chief Transport Officer and/ or his designate.
- Ensure that all the steps are met in compliance with rules and regulations in case of;
  - involvement in an accident.
  - Log official trips, daily mileage, gas consumption, etc.
  - Perform other duties as required.
  - Driving Vehicles and Buses and 4X4 SUV
  - Drive vehicle for official travel and business, road missions or as requested by UNSOS.

## **Competencies**

### **Professionalism:**

Knowledge of practices and procedures for large volume transportation operations in the field. Demonstrated use of initiative and ability to make appropriate linkages in work requirements, assess impact on transport operations and anticipate next steps; 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.

### **Planning& Organizing:**

Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

**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 tasks; meets timeline for delivery of services to client.

**Education**

High school diploma or equivalent is required. A valid National driver's license category B-C-D1-2-3, is required.

**Work Experience:**

A minimum of two (2) years of progressively responsible experience as driver is required. Experience in international operations in a post conflict environment is desirable.

**Languages:**

English and French are the working languages of the United Nations Secretariat. Fluency in English (both oral and written) is required.

**Assessment Method:**

Evaluation of qualified candidates for this position may include a written assessment and a technical driving assessment which may be followed by a 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 **09 March 2021** will not be accepted. **Curriculum Vitae (CVs) will not be accepted.** Only shortlisted candidates will be contacted.

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Email: [recruitment-unsoa@un.org](mailto:recruitment-unsoa@un.org)

**Kindly attach copies of relevant academic certificates, Passport and or National Identification Card. These are required as part of your application for consideration of eligibility. The applicant MUST submit a copy of a valid National driving license. Applications without a copy of the license will not be considered further. 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).**