



# UNITED NATIONS SUPPORT OFFICE IN SOMALIA (UNSOS)



UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

<b>DEADLINE FOR APPLICATIONS:</b>	<b>30 APRIL 2016</b>
<b>DATE OF ISSUANCE:</b>	<b>31 MARCH 2016</b>
<b>FUNCTIONAL TITLE:</b>	<b>DRIVER</b>
<b>SECTIONS UNIT:</b>	<b>TRANSPORT SECTION</b>
<b>LOCATION:</b>	<b>MOGADISHU</b>
<b>TYPE OF CONTRACT:</b>	<b>INDIVIDUAL CONTRACTOR</b>
<b>DURATION OF CONTRACT</b>	<b>1 – 9 MONTHS</b>
<b>VACANCY ANNOUNCEMENT NUMBER:</b>	<b>UNSOS/TPT/025/2016</b>

## Special Notice

The United Nations Secretariat maintains rosters of qualified and available candidates to fill anticipated job openings in peacekeeping operations, special political missions, and other field operations.

The purpose of this job opening is to generate a list of qualified candidates for inclusion in the United Nations Support Office in Somalia (UNSOS) roster. Successful candidates will be placed on the roster for future vacancies for this position. Roster membership does not guarantee selection. Interested applicants who are working with UNSOS/UNSOM Contractors must fulfil the obligations of their contracts with the UN Contractors in order to be eligible to apply for this vacancy.

Organisational Setting and Reporting Relationships:

These positions are located in peacekeeping missions in the Department of Peacekeeping Operations. The VIP Driver reports to the Transport Operations Manager.

## Responsibilities

Within delegated authority, the Very Important Person (VIP) Drive will be responsible for the following duties:

- Drives staff members safely to various destinations as required.
- Drives general cargo goods and or specialised hazardous goods vehicles i.e. (fuel trucks).
- Is responsible for all vehicle loads.
- Assists in collecting and delivering documentation to and from UN agencies, local authorities, NGOs and other concerned government offices.
- Assists in duplication of documents and responsible for their distribution to respective UN agencies.
- Liaises with Dispatch Supervisor on issues relating to the maintenance of office vehicles including daily entries in vehicle log books and ensures that vehicles are cleaned and fuelled.
- Assists with messenger duties as required.
- Performs minor mechanical repairs on vehicles as required.
- Carries out any other duties assigned by Supervisor.
- Drives light, heavy, armoured and representational vehicles as required.
- Maintains the discretion and demeanour required by the representational nature of the post.
- Maintains personal appearance and that of VIP vehicles at the level demanded by the representational nature of their tasks.

## Work implies frequent interaction with the following:

- VIPs and their personal staff.

## Results Expected:

The safe and timely transportation mission staff, cargo and equipment.

## Competencies

- **Professionalism** – Knowledge of general office and administrative support including administrative policies, processes and procedures. 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.
- **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; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- **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.
- **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.

## Qualifications

**Education:** High school diploma or equivalent. Driver training with a valid driver's license.

**Experience:** Experience as a driver with a safe driving record. Experience in driving a variety of makes and models of vehicles, including vans, medium buses and other kinds of motorised vehicles.

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

## Assessment

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

**Other:** VIP Driver International transport experience, qualified close protection or Advanced VIP driver certification is desirable.

## How to Apply:

• Qualified candidates may submit their applications including their United Nations Personal History form (P.11) to the address mentioned below on or before the deadline. The P.11 is on the <http://www.unon.org>. Applications submitted after the deadline **30 April 2016** will not be accepted. CVs will not be accepted.

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

Please quote, Vacancy Announcement Number and Functional Title in the subject of the e-mail

A copy of P11 to be attached.

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).