



## 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	:	22 DECEMBER 2020
DATE OF ISSUANCE	:	23 NOVEMBER 2020
FUNCTIONAL TITLE	:	DRIVER
LEVEL	:	GL-3
SECTION	:	TRANSPORT SECTION
LOCATION	:	NAIROBI
DURATION OF CONTRACT	:	ONE (1) YEAR FIXED-TERM APPOINTMENT
VACANCY ANNOUNCEMENT NUMBER	:	UN SOS/TS/027/2020

### 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:

This position is located in the Fleet Management Unit of the United Nations Support Office in Somalia (UN SOS), Nairobi. The Driver at this level reports to the Chief, Fleet Management Unit.

### Responsibilities:

Within delegated authority, the Driver will be responsible for the following duties:

- Manages high-level discretion and good judgment while transporting VIPs and interacting with senior staff visiting the mission and diplomatic counterparts.
- Handles deliveries of sensitive parcel documents from and to the Head of the Mission front office, as well as other institutions, Ministries, Embassies, Permanent Missions, etc.
- Meets official personnel at the airport.
- Performs VIP and Standby Driver duties. Makes minor purchases and collect urgent purchases from local suppliers as requested. Collect goods from the customs with due regard to customs regulations and formalities
- Provide vehicular support when required to ad-hoc or special tasks such as driving light vehicles for UN SOS officials and other staff, during normal and/or outside working hours.
- Drives vehicles safely for the transport of authorized personnel and the transport of general cargo goods; Collects and delivers of mail, documents, and other items when and where required.
- Takes care of the day-to-day maintenance of the assigned vehicles, check oil, water, battery, brakes, tires, etc.; perform minor repairs and arranges for other repairs and ensures that vehicle is kept clean.

- Assists the workshop in the preparation of trucks for field trips, such as changing wheels, cleaning air filters, and general check-over
- Logs fuel consumption, maintenance, Log official trips, daily mileage etc.
- Ensures that the steps required by rules and regulations are taken in case of accident.
- Performs other duties as assigned.

**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.

**Planning and 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

**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

**Qualifications:**

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

**Experience:** A minimum of two (2) years of progressively responsible experience in the provision of driver services and maintenance of the related equipment 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 required. Working experience of transporting high-level officials and interacting with senior staff visiting the mission and diplomatic counterparts within International Organizations is desirable. Formal defensive driving training 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 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 **22 December 2020** will not be accepted. **Curriculum Vitae (CVs) will not be accepted.** Only shortlisted candidates will be contacted. **FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY.**

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).**