



## UNITED NATIONS SUPPORT OFFICE IN SOMALIA (UNSOS)

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

<b>DEADLINE FOR APPLICATIONS:</b>	<b>22 NOVEMBER 2016</b>
<b>DATE OF ISSUANCE:</b>	<b>16 NOVEMBER 2016</b>
<b>FUNCTIONAL TITLE:</b>	<b>INTERNATIONAL DRIVER (7 POSITIONS)</b>
<b>SECTION:</b>	<b>TRANSPORT SECTION</b>
<b>LOCATION:</b>	<b>MOGADISHU, SOMALIA</b>
<b>TYPE OF CONTRACT:</b>	<b>INDIVIDUAL CONTRACTOR (INTERNATIONAL)</b>
<b>DURATION OF CONTRACT</b>	<b>4 MONTHS</b>
<b>VACANCY ANNOUNCEMENT NUMBER:</b>	<b>UNSOS/TPT/017/2016</b>

#### **Special Notice:**

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.

#### **Organizational Setting and Reporting Relationships:**

Within the delegated authority of the Transport Officer, the main task of the incumbent shall be; UN asset and fleet management, operate forklifts, drive armored vehicles, Ambulances, buses, trucks and provide dispatch services.

#### **The Drivers will be responsible for the following duties:**

- Provide vehicular support and when required to, ad-hoc or special tasks such as driving officials and other staff, visiting delegations, VIP visitors during normal and/or outside working hours.
- Provide regular shuttle bus services along established routes to mission personnel and enhance the safety aspect for all UNSOS staff during pick and drop;
- The driver shall be responsible for monitoring the next maintenance schedule of the UN assets; Report all accidents and incidents involving drivers or UNSOS equipment;
- Ensure clear instruction from the Transport Officer or his/her assistant concerning the daily driving activities to ensure that appropriate vehicles are utilized for the required task;
- Log official trips, daily mileage, fuel consumption and prepare the transport support Situation report
- Manage the temporary issue of Dispatch Pool vehicles on an ad hoc basis or as directed by the Dispatcher, in accordance with UN vehicle rules, regulations and other specific instructions;
- Conduct periodic, physical inspections on Dispatch Pool vehicles, to ensure they are maintained correctly, daily cleanliness (indoor and outdoor of the vehicle) and to detect damage and loses as well as for day-to-day maintenance of the assigned vehicle: check oil, water, battery, tyres, etc.;
- Assist with periodic Inventory of expendable and Non-expendables; Ensure that all pertinent Information related to vehicles is filed in each respective vehicle files;
- Vigilant regarding security aspects - ensure that all passengers on board carry a UN valid Identification or Waiver forms for none UN staff;
- Preparation of periodic updates with regards to acquisition, material receipts for management decisions.
- Perform all duties in accordance with UNSOS policies and procedures;

## **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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects 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.

**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; uses time efficiently.

## **Qualifications:**

**Education:** High school Diploma, vehicle mechanical training is an added advantage.

**Experience:** At least 3 years of experience as a driver. Experience in forklift/reach stacker operation and working with a UN Organization, Peacekeeping or other relative field will be an advantage. Must hold a valid drivers' licence.

**Language:** English and French are the working languages of the United Nations Secretariat. For this position advertised, fluency in oral and written English is required.

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

## **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 <https://unsos.unmissions.org/jobs>. Applications submitted after the deadline **22 November 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).**