



**UNITED NATIONS SUPPORT OFFICE IN SOMALIA
(UNSOS)**

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

DEADLINE FOR APPLICATIONS: 28 AUGUST 2018
DATE OF ISSUANCE: 22 AUGUST 2018
FUNCTIONAL TITLE: DRIVER
SECTIONS UNIT: TRANSPORT SECTION
LOCATION: KENYA
TYPE OF CONTRACT: NATIONAL INDIVIDUAL CONTRACTOR
DURATION OF CONTRACT: **BASED ON NEED**
VACANCY ANNOUNCEMENT NUMBER: UNSOS-TPT-ROST-K-024-2018

Special Notice:

The purpose of this job opening is to create a roster of candidates who are successful in the assessment process of the vacancy announcement. **Applicants are required to produce a valid “C” category driving license and certificate from their national Traffic Department certifying that they have not committed any major traffic offenses. The Certificate must also confirm that they have been operating “C” category vehicles for more than three (3) years. Applications received without a copy of required driving license will not be considered.**

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

Reporting Lines:

According to assignment within Service Delivery.

Responsibilities:

Within limits of delegated authority, the driver shall be responsible but not limited to the following:

- Provide regular shuttle bus service including 30 pax buses, vans, light trucks as required;
- Provide support when required for 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 additional shuttle bus services to other destinations for UNSOS Personnel operating within the Mission area as required;

- 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/her designated;
- Ensure that UN rules and regulations in case of involvement in accident;
- Log official trips, daily mileage, gas consumption, etc;
- Perform other duties as required.

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.

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 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.

Education

A High School Diploma or equivalent certificate is required.

Work Experience

At least three (3) years of work experience as "C" category driver is required. Experience in driving a variety of makes and models of vehicles, including vans and other kinds of heavy motorised vehicles is required. Experience driving manual vehicles is required.

Language

Fluency in written and oral English is required.

Other skills

A valid Driver's License "C" category (Heavy commercial vehicles) is required. Basic computer knowledge is required.

How to Apply:

Qualified candidates may submit their applications including their United Nations Personal History form (P.11) together with their valid "C" category driving license and Traffic Certificate 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 **28 August 2018** will not be accepted. **CVs will not be accepted.**

Email: recruitment-unsoa@un.org

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

Kindly attach a copy of P11, Degree /Certificate, Passport and or National Identification Card, valid driving license. These are required as part of your application for consideration of eligibility.

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).