



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

**UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY  
FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY**

<b>DEADLINE FOR APPLICATIONS:</b>	<b>26 OCTOBER 2016</b>
<b>DATE OF ISSUANCE:</b>	<b>20 OCTOBER 2016</b>
<b>FUNCTIONAL TITLE:</b>	<b>DRIVER (2) POSITIONS</b>
<b>LEVEL:</b>	<b>GL-2</b>
<b>SECTION:</b>	<b>TRANSPORT</b>
<b>LOCATION:</b>	<b>NAIROBI</b>
<b>DURATION OF CONTRACT:</b>	<b>ONE (01) YEAR FIXED TERM</b>
<b>VACANCY ANNOUNCEMENT NUMBER:</b>	<b>UNSOM/TPT/066/2016</b>

**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 Nairobi, Kenya. The incumbent will be under the overall supervision of the Transport Officer and the direct supervision of the Transport Assistant.

**Duties and Responsibilities:**

Within the delegated authority the driver will be responsible for the following duties:

- Duties include driving, making local deliveries and general maintenance of the light vehicle the incumbent drives.
- Drives light vehicles safely for the transport of authorized personnel and for the transport of general cargo goods.
- Collect and delivers parcel, documents on behalf of UNSOS.
- Takes care of the day-to-day maintenance of the assigned vehicles, check oil, water, battery, brakes, tires, etc.;
- Ensures that vehicle is kept clean.
- Logs official trips, daily mileage, gas consumption, oil changes, greasing, etc.
- Ensures that the steps required by rules and regulations are taken in case of involvement in an accident.
- Meets official personnel at the airport
- Performs other duties as assigned.

**Competencies**

**Professionalism** – Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter, 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.

**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.

**Accountability** - Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards;

operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable. Education: High school Certificate. Mechanical or vocational certificate in vehicle management is a desirable.

### **Qualifications**

**Education:** High school Certificate. Valid driver's license. Mechanical or vocational certificate in vehicle management is a desirable.

**Experience:** A minimum of one years of experience in provision of driver services. Experience as a driver with a safe driving record. Experience in driving a variety of makes and models of vehicles, light passenger vehicles. United Nations system or the private sector experience is desirable.

**Languages:** English and French are the working languages of the United Nations Secretariat. For this position, fluency in English is required. Knowledge of other UN language is an advantage.

### **Assessment Method**

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

### **Additional Information:**

Candidates who are not selected, but whose performance in the interview process nevertheless demonstrated them to be suitable for a similar function may be kept on a roster for up to 12 months. Candidates placed on the roster may be considered for selection against future vacancies for the same function and level.

### **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 26 Octobr 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**

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).