



United Nations High Commissioner Refugees (UNHCR)

INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

Vacancy Notice No.: 2015/HCR/SSDJJ/043/ADD1

Please circulate widely in other agencies
and government offices at your duty stations.

Title of Post	Driver	Grade	G2
Post Number	10020849	Date of Issue	14/10/2015
Location	Jam-Jang, South Sudan	Closing Date	27/10/2015

ORGANIZATIONAL CONTEXT. *Define the role of the position within the team, describing its leadership role, if any, it's external/internal work relationships or contacts, the contextual environment in which it operates and the scope of supervision received, and where applicable, exercised by the incumbent.*

The Driver position in the Office normally falls under direct supervision of the Administrative Officer/Assistant. The incumbent is responsible for up keep and maintenance of the assigned UNHCR vehicle(s) as per technical guidance and specifications established by the organisation. He/She is required to follow strict instructions and security guidance provided by the supervisor. While basic function of a Driver is to drive the official vehicles of UNHCR, he/she may be called upon to perform minor maintenance and repair of UNHCR vehicles.

The incumbent has regular contacts with staff within UNHCR office and with service providers outside UNHCR involving a limited exchange of information.

Accountability *(key results that will be achieved)*

- Assigned UNHCR vehicles are properly maintained and equipped as per technical guidance and specifications established by the Organisation.
- Local traffic rules and regulations are strictly observed.
- Instructions and security guidance provided by the supervisor and security focal point are strictly followed by the Driver and the passengers during the journey.

Duties and Responsibilities

Under the direct supervision of Admin/Finance Associate (FS) the incumbent will perform the following duties:

- Drive UNHCR vehicles for the transport of authorized passengers and delivery and collection of mail, documents, UNHCR pouch and other items.
- Meet official personnel at the airport and facilitate immigration and customs formalities as required.
- Perform day-to-day maintenance of the assigned vehicles; check oil, water, battery, brakes, tires, etc. and ensure that the assigned UNHCR vehicles are road worthy and maintained up to the established security standards.
- Perform minor repairs and arrange for other repairs and ensure that the vehicle is kept clean.
- Ensure that the steps required by rules and regulations are taken in case of involvement in accident.
- Log official trips, daily mileage, gas consumption, oil changes, greasing, etc.
- Perform other related duties as required.

Authority *(decisions made in executing responsibilities and to achieve results)*

- Drive the vehicle only when his/her safety or security is not at risk.
- Ask the passenger about the destination of the journey and route.
- Decline to drive passengers not authorized to be in a UNHCR vehicle.

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED.

- Completion of Primary Education or equivalent technical or commercial school.
- Minimum 2 years of previous job experience relevant to the function.
- Driving licence, knowledge of driving rules and regulations and skills in minor vehicle repair.
- Good knowledge of the local language and knowledge of the working language of the duty station.

DESIRABLE QUALIFICATIONS & COMPETENCIES.

- Good Communication Skills;
- Mechanical Skills.

Submission of Applications

This vacancy is open for qualified South Sudanese **ONLY**. **Female candidates are encouraged to apply.**

IMPORTANT

Applicants are required to submit P11 and a copy of the driving license in an envelope addressed to Human Resources Officer, UNHCR Representation Office, Juba or via email to SSUDJUHR@unhcr.org, **not later than 26 October 2015**. Applicant should clearly indicate the vacancy notice number and the Title of the Position on the envelope or in the subject line of the email.

The submitted documents will not be returned to the applicants. Only short listed candidates will be contacted and invited for a driving test and interview. **Late and incomplete applications will not be considered.**

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