



United Nations High Commissioner Refugees (UNHCR)

INTERNAL VACANCY ANNOUNCEMENT NO: 2012/HCR/SSDJU/070

Title of Post	Driver	Grade	G2
Post Number	10016076	Date of Issue	30 June 2012
Location	Juba, South Sudan	Closing Date	13 July 2012

Duties and Responsibilities

Under the direct supervision of the Administration Associate the incumbent will perform;

1. Drive safely and responsibly office vehicles for the transport of authorized personnel and delivery and collection of mail, documents and other items;
2. Meets official personnel at the airport to the office or fields
3. Serves as interpreter when necessary;
4. Responsible for the daily interior and exterior cleaning and maintenance of the assigned vehicle, including oil and filter, water, battery, brakes;
5. Performs minor repairs and arranges in a timely fashion for scheduled maintenance and general service;
6. Logs official trips, daily mileage, gas consumption, oil changes greasing and service periods;
7. Ensures that in the event of an accident applicable procedures and regulations are followed and completed;
8. Familiarity with the geography of the Region;
9. Understands the schedules of passengers ensuring deadlines are met where possible while ensuring efficient use of vehicles and staff safety awareness;
10. Performs other duties as may be required.

Minimum Qualifications and Experience

- Valid driving licence;
- 2 or more years previous job experience with satisfactory performance;
- Knowledge of UN Security regulations and safety procedures governing driving and road missions;
- Fluency in local languages and working knowledge of English;

Submission of Applications

Please send your application via email addressed to SUDJUHR@UNHCR.ORG or hand carry to UNHCR Office Juba clearly indicating in the subject line the **Vacancy Announcement Number, title and location of post**, not later than **13 July 2012**. **Please submit original application together with the copy of valid driving licence and P.11 with copies of certificates.** This is an internal/external vacancy announcement open only for South Sudanese nationals currently working with UNHCR Offices in South Sudan.

Due to the large volume of applications received, only short listed candidates will be contacted.

**seniority-in-grade will apply.*