



Vacancy Announcement

Reference No:	JUB/ADM/VA/18/010
Issue Date:	24 th January 2018
Title:	Driver
Required:	1
Domain:	Administration
Type of Contract:	Service Contract
Grade:	SB2
Duration:	Six Months with possibility of extension based on satisfactory Performance and Availability of funding (Three Months probationary period)
Organization Unit:	UNESCO Juba Office
Duty Station:	Juba, South Sudan
Reporting to:	Finance and Administrative Officer
Closing Date:	7 th February 2018
How to apply:	Interested applicants meeting the requirements are invited to submit their application and cover letter (indicating the reference: JUB/ADM/VA/18/010/) along with their complete Curriculum Vitae, copy of valid driving license, supporting documents for educational qualifications, work experience and trainings, by email to j.recruitment@unesco.org or hand delivery to the office of the Administrative Officer, UNESCO Juba Office, South West of UNMISS Topping, before the closing date.

Recruitment is on local basis. Only South Sudanese Nationals with authorization to live and work in the country are eligible to apply.

Duties and Responsibilities

Under the overall authority of the Head of Office and the direct supervision of the Finance and Administrative Officer, where applicable, in coordination with the Senior Driver, the Driver provides reliable and safe driving services in support of the activities of the UNESCO Juba Office, ensuring the highest standards of discretion and integrity, sense of responsibility, excellent knowledge of protocol and security issues and ability to work with people of different nationalities and cultural backgrounds.

1. Drive UNESCO staff, officials, visitors and authorized personnel using official/ project vehicles. Ensure provision of reliable and safe driving services. Meet official personnel and visitors at the airport and, when required, facilitate basic visa and customs formalities. When necessary, translate in local language for the Head/Director of the Office and/or official personnel using the vehicle. Drives assigned vehicle on field trips, as required.
2. Ensure cost-savings through proper day-to-day use of the assigned vehicle and accurate day-to-day maintenance through daily vehicle logs, timely minor repairs, arrangements for regular services and major repairs, change of oil, check of tires, brakes and water levels and car washing so that the vehicle is kept clean and in good running condition at all times. Provide inputs to preparation of the vehicle maintenance plans and reports, etc. Arrange for the vehicle to be inspected and repaired at the officially designated workshop; check the vehicle prior to and after the workshop visit.
3. Ensure availability of all the required documents/supplies including vehicle insurance, vehicle registration, vehicle logs, office directory, map of the city/country, first aid kit, and necessary spare parts in the assigned vehicle; keeps track of insurance and other tax formalities. Ensures timely, accurate and correct reporting of accidents. Assist in installations and use the HF, VHF radio and satellite phone in the vehicle.

4. Deliver and collect mail, documents, and other items as required. When not driving, may perform other duties, such as photocopying, binding, assisting with filing, paying some office bills etc.
5. Undertake the duties of other drivers when they are on leave.
6. Perform other duties as assigned by the Head of office or immediate supervisor to ensure success of the work team.

Minimum Qualifications and experience required

Education: Secondary Education or graduate of vocational school with valid driving license.

Language: Good knowledge of English and local languages, both written and spoken.

Experience: At least 3 years of work experience as a driver in an international organization, embassy or UN system with a safe driving record. Knowledge of local driving rules and regulations, driver protocol and courtesy, and local roads and conditions. Ability to detect minor mechanical problems and skills to undertake minor vehicle repairs. Excellent driving skills on and off road.

Essential to have a safe driving record. Proven record of punctuality and reliability. Ability and flexibility to cope with extended working hours.

Only shortlisted applicants that fully meet the requirements will be contacted. A written test may be given for assessment.

The successful candidate will be required to submit a medical certificate from a certified UN Physician confirming his/her fitness to work.

UNESCO does not charge fee at any stage of the recruitment processes