

UNITED NATIONS



NATIONS UNIES

THE OFFICE OF THE UNITED NATIONS SPECIAL COORDINATOR FOR THE MIDDLE EAST PEACE
PROCESS
(UNSCO)

INTERNAL/EXTERNAL* JOB OPENING No. UNSCO-001-2021

Deadline for Applications: 23 February 2021

Women are strongly encouraged to apply**

The Office of the United Nations Special Coordinator for the Middle East Peace Process (UNSCO) invites applications for the following position for an initial period of 1 year:

Title: Light Vehicle Driver

Level: GS-3

Duty Station: Jerusalem

Description of Duties and Responsibilities:

Under the direct supervision of the Close Protection Assistant, Close Protection Unit, and overall supervision of the Close Protection Coordination Officer, the incumbent is responsible for the following functions and duties:

1. Drive armored sedans and 4x4 vehicles within Israel, West Bank and Jordan with VIPs accompanied by armed Close Protection Officers (CPO);
2. Ensure that all communications equipment in the VIP vehicle is in perfect working condition;
3. Ensure that personal communication equipment is in perfect working condition at all times;
4. Observe and obey all driving rules and traffic regulations unless a threat to the safety and security of the VIP is imminent and constitutes an emergency;
5. Check, refuel, clean and prepare the VIP vehicles before, during and after duty;
6. Day-to-day maintenance of assigned vehicles, performs minor repairs, arranges for other repairs, checks oil, water, batteries, brakes, tires, etc. and ensures that the vehicles are in roadworthy condition;
7. Log official trips, daily mileage, fuel consumption, oil changes, lubricants, etc.;
8. Carry out any other duties as assigned by the CPA and CPCO;
9. Carry out driving duties in support of other mission components as per instruction of CPCO.

Competencies:

- **Professionalism:** Knowledge of driving rules and regulations. Good knowledge of the area and the current condition of roads and highways, security and safety awareness; familiarity with frequently travelled routes and routines of the more senior staff of the Office; chauffeur courtesies; ability to apply good judgment in the context of assignments given; ability to deal effectively with senior officials and visitors. 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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects 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.
- **Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Qualifications:

- A high school diploma or equivalent is required.
- Possession of a valid driver's license, including heavy duty vehicles (Type C1 or C), valid for Israel and the Occupied Palestinian Territories is required.
- Additional qualifications or training in the field of security/defensive driving is an advantage.

Experience:

- At least two years' work experience as a driver, preferably driving armored and/or heavy vehicles.
- Safe driving records.
- Ability to travel within Israel, the West Bank and Jordan is required.
- Experience in security related work is an advantage.
- Good interpersonal skills and ability to work with people with different background is essential.

Languages:

English and French are the working languages of the United Nations Secretariat. For this position, fluency in oral and written English is required. Working knowledge of Arabic and Hebrew language is desired.

Assessment Method:

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

United Nations Considerations:

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. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.

* Preference will be given to internal candidates who are at the same grade as the post being advertised, then to internal candidates one grade below the post, and finally to external candidates.

** Equally-qualified female candidates will be given priority for selection (United Nations Policy on Gender Mainstreaming).

Completed application letters, together with an up-to-date Personal History Form (P.11), copies of High School Diploma and a copy of Safe driving record should refer to the above vacancy announcement number and should be forwarded to: unscova@un.org

SPECIAL NOTE:

- *APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED*
- *ONLY APPLICATIONS SUBMITTED ONLINE WILL BE CONSIDERED*