



**UNITED NATIONS ASSISTANCE MISSION IN SOMALIA
(UNSOM)**

**UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY
THIS POSITION IS OPEN TO SOMALI NATIONALS ONLY AND DOES NOT HAVE INTERNATIONAL BENEFITS**

FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY

DEADLINE FOR APPLICATIONS	:	14 MAY 2020
DATE OF ISSUANCE	:	15 APRIL 2020
FUNCTIONAL TITLE	:	LIGHT VEHICLE DRIVER
LEVEL	:	GL-3
SECTION	:	SAFETY AND SECURITY
LOCATION	:	MOGADISHU
DURATION OF CONTRACT	:	ONE (1) YEAR FIXED-TERM APPOINTMENT
VACANCY ANNOUNCEMENT NUMBER	:	UNSOM/SEC/015/2020/SM

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 based in the Safety and Security Section within the United Nations Assistance Mission in Somalia (UNSOM), in Mogadishu. The Light Vehicle Driver at this level is under the overall management of the Principal Security Advisor (PSA) of United Nations Department of Safety and Security (UNDSS) Integrated Workforce, Somalia, and under the direct supervision of the Security Coordination Officer.

Responsibilities:

Within delegated authority, the Light Vehicle Driver will be responsible for the following duties:

Senior Driver Functions:

1. Light Vehicle Driver at GS-3 level works as a senior driver and Team Leader to junior drivers at the G-2 level.
2. S/he assigns tasks/shifts to junior drivers.
3. Light Vehicle Driver at G-3 level, drives light vehicles to moderately heavy vehicles including passenger transportation vans, cargo vans, transportation trucks and armoured vehicles.
4. Light Vehicle Driver at the G-3 level assist the workshop with preparation of staff transportation vans, cargo vans and trucks for field trips. S/he carries out activities such as changing wheels, cleaning air filters, and general checking to confirm the mechanical soundness of the vehicle.
5. Light Vehicle Drivers at the G-3 level, being Senior Drivers, are usually assigned to work with VIP personnel.

Back-up driver functions:

6. S/he ensures provision of reliable and secure driving services by driving office vehicles for the transportation of authorized personnel, delivery and collection of mail, documents and other items.
7. Takes care of the day-to-day maintenance of the assigned vehicles, checks oil, water, battery, brakes, tires etc; performs minor repairs and arranges for more technical repairs. Ensures that the vehicle is clean.
8. Follows required rules and regulations in cases where the vehicle is involved in an accident.
9. Applies good judgment in the context of assignments given.
10. Ensures cost-savings through proper use of vehicle and accurate maintenance of daily vehicle logs.
11. Ensures the vehicle is kept clean and fully fuelled and carries out minor repairs on the vehicle, making arrangements for more technical repairs.

12. Drives staff members safely in security convoys inside the protected areas and outside protected areas, in accordance with Standard Operating Procedures.
13. Liaises with the Security Convoy Planning Officer and receive convoy tasking orders.

Vehicle Administration functions:

14. Provides inputs during preparation of the vehicle maintenance plans and reports.
15. Ensures availability of all the required documents and supplies including vehicle insurance, vehicle logs, office directory, map of the city/country, first aid kit and necessary spare parts.
16. Logs official trips, daily mileage, gas consumption, oil changes, greasing, etc.
17. Follows required rules and regulations in case the vehicle driven is involved in an accident.
18. Performs other duties as assigned.

Competencies:

Professionalism: 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; Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Team Work: 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.

Communication: Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match the audience; Demonstrates openness in sharing information and keeping people informed.

Qualifications:

Education: High school diploma or equivalent. Valid driver's license. Certificate in advance driving or armoured vehicle driving is desirable.

Experience: A minimum of one (1) year of progressively responsible experience in provision of driving services. Should be an experienced driver with a safe driving record with hands on experience in driving a variety of makes and models of vehicles – heavy and light passenger vehicles. Knowledge of Mogadishu city and its surroundings is desirable.

Languages: English and French are the working languages of the United Nations Secretariat. For this position, fluency in English and Somali (both oral and written) is required.

Assessment

Method: Evaluation of qualified candidates for this position may include a substantive assessment which will be followed by a practical driving assessment and a competency-based interview.

How to Apply:

Qualified candidates may submit their applications including their United Nations Personal History Profile (PHP) to the address mentioned below **quoting vacancy announcement number and functional title on the subject line on or before the deadline.** The PHP is on the <https://unsos.unmissions.org/jobs>. Applications submitted after the deadline **14 May 2020** will not be accepted. **Curriculum Vitae (CVs) will not be accepted.** Only shortlisted candidates will be contacted.

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Email: recruitment-unsoa@un.org

Kindly attach copies of relevant academic certificates, Passport and or National Identification Card. These are required as part of your application for consideration of eligibility. Please note CID and NISA Certificates are required at a later stage of the recruitment process.

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).