



UNITED NATIONS ASSISTANCE MISSION IN SOMALIA (UNSONM)



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: 19 DECEMBER 2016
DATE OF ISSUANCE: 06 DECEMBER 2016
FUNCTIONAL TITLE: DRIVER
LEVEL: GL-3
SECTION: INTEGRATED ELECTORAL SUPPORT GROUP (IESG)
LOCATION: MOGADISHU
DURATION OF CONTRACT: ONE (1) YEAR FIXED TERM
VACANCY ANNOUNCEMENT NUMBER : UNSOM/ELEC/073/2016

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 located in the Integrated Electoral Support Group (IESG) Office in Mogadishu. The incumbent will report to the Electoral Logistics Adviser.

Responsibilities:

Within delegated authority, the driver will be responsible for the following duties:

- Operate vehicles assigned to IESG for transportation of staff, guests, and cargo goods to various locations;
- Liaise with IESG electoral security and logistics advisers on issues related to convoy plans and movement as required;
- Perform minor mechanical repairs on vehicles as required;
- Ensure that there is no unlawful or unnecessary use of, or loss of vehicle;
- Ensure daily maintenance of vehicle and update daily entries in vehicle log books;
- Ensure that vehicles are taken for refueling, logged for fuel consumption; and detailed cleaning from fuel station or service station when required;
- Ensure that any damage to the vehicle or traffic incident involving the vehicle is properly reported to Security Investigation Unit;
- Exercise road safety practices and caution, while being courteous to other vehicle users, this includes all traffic rules and;
- Perform other related official duties as required.

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. 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.

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 audience; Demonstrates openness in sharing information and keeping people informed.

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.

Qualifications

Education: High school diploma or equivalent. Driver training with a valid driver's license.

Experience: Two (2) years of progressively responsible relevant professional experience in driving. Experience with UN or other International bodies and driving of armoured vehicles is desirable.

Language: English and French are the working languages of the United Nations Secretariat. For this post, fluency in English and Somali (both oral and written) is required. Knowledge of other United Nations language is an advantage.

Assessment Method:

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

How to Apply:

Qualified candidates may submit their applications including their United Nations Personal History form (P.11) to the address mentioned below on or before the deadline. The P.11 is on the <https://unsos.unmissions.org/jobs>. Applications submitted after the deadline **19 December 2016** will not be accepted. CVs will not be accepted.

Email: recruitment-unsoa@un.org

Please quote, Vacancy Announcement Number and Functional Title in the subject of the e-mail

Kindly attach a copy of P11, Degree Certificate, 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).