



**UNITED NATIONS SUPPORT OFFICE IN SOMALIA
(UN SOS)**

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

THIS POSITION IS OPEN TO LOCAL RECRUITMENT AND DOES NOT HAVE INTERNATIONAL ALLOWANCES OR BENEFITS. FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY

DEADLINE FOR APPLICATIONS : 05 JUNE 2022
DATE OF ISSUANCE : 06 MAY 2022
FUNCTIONAL TITLE : DRIVER
LEVEL : GL - 3
SECTION : MOMBASA SUPPORT BASE
LOCATION : MOMBASA
DURATION OF CONTRACT : FIXED TERM APPOINTMENT
VACANCY ANNOUNCEMENT NUMBER : UNSOS/MBS/014/2022

Special Notice:

This position is funded for an initial period of one year, extension of appointment will be subject to budgetary approval. Extension of appointment will be subject to budgetary approval. This position is subject to local recruitment pursuant to United Nations staff rule 4.4. All staff in the General Service and related categories shall be recruited in the country or within commuting distance, irrespective of their nationality and of the length of time they may have been in the country. Local laws governing employment for non-nationals will be observed by the United Nations. A staff member subject to local recruitment shall not be eligible for the allowances or benefits exclusively applicable to international recruitment.

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.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

Organizational setting and reporting relationships:

The position is located in the United Nations Support Office in Somalia (UN SOS), Mombasa Support Base.

Duties and Responsibilities:

Within the limited delegated authority, a Driver at this level may be responsible for the following duties:

- Makes deliveries of parcels, documents, etc., between the office and other offices and institutions.
- Makes minor purchases and collect urgent purchases from local suppliers as requested. May make or collect payment for goods.
- Drives vehicles safely for the transport of authorised personnel and transport of general cargo goods.
- Collects and delivers of mail, documents, and other items.

- Meets official personnel at the airport. Deals effectively and tactfully with officials and visitors.
- Takes care of the day-to-day maintenance of the assigned vehicles, check oil, water, battery, brakes, tires, etc. Perform minor repairs and arranges for other repairs and ensures that vehicle is kept clean.
- Operate Mechanical Handling Equipment (MHE) with lifting capacity ranging from 3 to 30 tons. This includes the operation of Super Stackers. Ensure all MHEs are properly and safely utilized in accordance with the manufacturers' guidelines and prevailing UN Transport Regulations. Complete daily inspections of the MHEs and vehicles and bring any defects or maintenance issues to the attention of the Logistics Officer. Receive, Inspect and locate Containers, Equipment and Supplies locations within the duty station, including those delivered by Third Party Operators
- Assist the Yard Operations Supervisor with the day-to-day operations, including taking appropriate measures to ensure the maintenance of a safe and clean environment. Any Health and Safety Issues are to be reported to the Logistics Officer and garbage is to be cleared daily to the dump site using the services of the on-site cleaning contractor.
- Logs fuel consumption and assist in monitoring the issuing of fuel cards;
- Ensures that the steps required by rules and regulations are taken in case of accident.
- Acts as a team lead; assigns tasks/ shifts to junior drivers.

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.

Planning & Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

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.

Qualification and Experience

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

Experience: A minimum of two (2) years of progressively responsible experience in provision of driver services. Experience as a driver with a safe driving record. Experience in driving a variety of makes and models of vehicles, light passenger vehicles, sedans, heavy and light 4x4 sports utility vehicles (SUV's), ambulances and pick-up trucks, cargo and passenger van.
Experience in handling Mechanical Handling Equipment(MHE) with lifting capacity ranging from 3-30 tonnes including super stackers.

Language: English and French are the working languages of the United Nations Secretariat. For this position fluency in English (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 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 P.11 is on the <https://unsos.unmissions.org/jobs>. Applications submitted after the deadline **05 June 2022** will not be accepted.

Curriculum Vitae (CVs) will not be accepted. Only shortlisted candidates will be contacted.

Email: recruitment-unsos@un.org

Kindly attach a copy of relevant academic documents, Passport and or National Identification Card , and driving license. These are required as part of your application for consideration of eligibility.

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).