



**UNITED NATIONS SUPPORT OFFICE IN SOMALIA
(UNSOS)**

**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 : 15 OCTOBER 2021
DATE OF ISSUANCE : 01 OCTOBER 2021
FUNCTIONAL TITLE : LIGHT VEHICLE DRIVER
LEVEL : GL - 2
SECTION : MOMBASA SUPPORT BASE (MBS)
LOCATION : MOMBASA
TYPE OF CONTRACT : TEMPORARY APPOINTMENT
VACANCY ANNOUNCEMENT NUMBER : UNSOS/SCM/TRANS/024/2021

Special Notice:

This position is temporarily available for six months. 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 (UNSOS) at the Mombasa Support Base (MSB). The incumbent will be based in Mombasa and reports to the Head of Office, MSB as the first reporting officer and Chief of Transport (CTO) or designate as the second reporting officer.

Duties and Responsibilities:

Under the direct supervision of the Head of Office, MSB and the overall guidance of Chief Transport Officer, the incumbent will perform the following duties.

- Operates heavy cargo trucks, passenger bus and light vehicles in strict compliance with the established UN Transport Regulations and National Laws and strictly in accordance with the manufacturers' guidelines. Engages in all driving related Training.
- Conducts daily inspections of the vehicles and keep maintenance records up to date. Follow up all routine maintenance issues and promptly report any defects or irregularities.

- Ensures the vehicles are clean and parked safely in their designated places and ready for use always.
- Provides vehicular support to MSB operations with the movement of goods.
- Assists Warehouse Assistant in organizing Transport assets and inventories.
- Conducts daily system check-ups to ensure that all the fleet vehicles data fields are accurate, take the necessary steps to resolve any irregularities and prepare work orders.
- Completes Trip Tickets for vehicles for the start and end of each day, recording hours/Km run and any fuel uplifted. Present trip tickets to the supervisor for verification and submit it to Transport Section.
- Performs clerical tasks related to Transport Section.
- Performs any other duties assigned by the Head of Office.

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.

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 tasks; meets timeline for delivery of services to client.

Qualification and Experience

Education: High school diploma or equivalent. Driver training with a valid driver's license. Basic MS skills in words and excel desirable.

Experience: A minimum of one year of progressively responsible experience in the 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 required.

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 **15 October 2021** will not be accepted.

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

Email: recruitment-unsoa@un.org

Kindly attach copies of relevant academic certificates, copy of driving license, passport and or National Identification Card. 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).**