

Snr Driver

Internal Job Description

Grade

GS3

Staff Member / Affiliate Type

General Service

Reason

Regular > Regular Assignment

Job Category

Standard

Remote work accepted

No

Target Start Date

2022-11-20-08:00

Job Posting End Date

November 10, 2022

Compendium

Standard Job Description

Senior Driver Organizational Setting and Work Relationships The Senior Driver mainly drives for the Head of Office and other high ranking officials. The incumbent is normally supervised directly by the Administrative Officer/Associate/Assistant or other staff member when the scale of the Operation so requires it. Besides driving, s/he is responsible for up keep and maintenance of the assigned UNHCR vehicle(s) as per technical guidance and specifications established by the Organisation. S/he is required to follow strict instructions and security guidance provided by the supervisor. While basic function of a Senior Driver is to drive the official vehicles of UNHCR, s/he may be called upon to perform minor maintenance and repair of UNHCR vehicles and may perform clerical, maintenance and other support services that deem necessary for office administration. S/he may as well provide interpretation services. The Senior Driver has regular contacts with staff within the UNHCR Office and with others (including Partners, government authorities, etc.) outside UNHCR involving limited exchange of information. All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge

their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity. Duties - Drive UNHCR vehicle mainly for the Head of Office and other high ranking officials. - Drive UNHCR vehicles for the transport of authorized passengers, deliver and collect documents, and other items. - Meet official personnel at airports or other locations and facilitate immigration and customs formalities as required. - Perform day-to-day maintenance of the assigned vehicles; check oil, water, battery, brakes, tires, etc. and ensure that the assigned UNHCR vehicles are road or waterway worthy and maintained up to the established security standards. - Perform minor repairs and arrange for other repairs and ensure that the vehicle is kept clean. - Ensure that the steps required by rules and regulations, or other local requirements, are taken in case of involvement in an accident. - Log official trips, daily mileage, gas consumption, oil changes, greasing, etc. and prepare reports on usage as required. - Ensures valid documentation for passengers, items or cargo in vehicle. - In the absence of an interpreter, assist with basic interpretation services. - Perform other related duties as required. Minimum Qualifications Education & Professional Work Experience Years of Experience / Degree Level For G3D - 2 years relevant experience with Completion of Primary Education or High School Diploma or higher Field(s) of Education Not applicable; Certificates and/or Licenses *Driving License; Auto Mechanics Certificate; (Certificates and Licenses marked with an asterisk* are essential) Relevant Job Experience Essential Driving licence, knowledge of driving rules and regulations. Desirable Not specified. Functional Skills *DV-Driving Rules and Regulations DV - Basic Vehicle Mechanical Skills (Functional Skills marked with an asterisk* are essential) Language Requirements For International Professional and Field Service jobs: Knowledge of English and UN working language of the duty station if not English. For National Professional jobs: Knowledge of English and UN working language of the duty station if not English and local language. For General Service jobs: Knowledge of English and/or UN working language of the duty station if not English. All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination and abuse of power. As individuals and as managers, all must be proactive in preventing and responding to inappropriate conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise. This is a Standard Job Description for all UNHCR jobs with this job title and grade level. The Operational Context may contain additional essential and/or desirable qualifications relating to the specific operation and/or position. Any such requirements are incorporated by reference in this Job Description and will be considered for the screening, shortlisting and selection of candidates.

Desired Candidate Profile

UN experience

Operational context

Occupational Safety and Health Considerations:

Nature of Position:

Living and Working Conditions:

Functional Clearance

This position doesn't require a functional clearance

Required languages (expected Overall ability is at least B2 level):

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Desired languages

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Additional Qualifications

Skills

DV - Basic Vehicle Mechanical Skills, DV-Driving Rules and Regulations

Education

Certifications

Auto Mechanics Certificate - Other, Driving License - Other

Work Experience

Competencies

Communication, Planning & organizing, Professionalism, Teamwork & collaboration

UNHCR Salary Calculator

<https://icsc.un.org/Home/SalaryScales>

Residential Location (if applicable)

Other information

The English version is considered original and authoritative, translation to other language(s) serve the purpose of advertisement of local positions where applicable but are not considered as official translations

French

Internal: Snr Driver

Job Details

Job Requisition ID	JR2200989
Location	Nouakchott, Mauritania
Posting Date	01/11/2022 - 1 day ago
Job Family	5.3.a Transport
Time Type	Full time
Job Type	General Service
Supervisory Organization	Mauritania, Nouakchott - Administration (Desire Magloire ATEBA MBALLA (10010825))

Hiring Manager

Desire Magloire ATEBA MBALLA (10010825)

Team Members