

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT
Vacancy Notice No. 008/Temp/2021**

Title of Post	Driver	Category/grade	General Service, G2
Post Number	T/008/01/21	Type of contract	Temporary appointment
Location	Multiple locations	Date of Issue	8 October 2021
Effective date of assignment	1 December 2021	Closing Date	21 October 2021

Operational Context:

The Driver in the UNHCR Office is normally supervised directly by the Administrative Officer/Associate/Assistant or another staff member when the scale of the Operation so requires it. Besides driving, the incumbent is responsible for upkeep 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 the basic function of a driver is to drive the official vehicles of UNHCR, s/he may be called upon to perform minor maintenance and repair of UNHCR vehicles.

The Driver has regular contacts with staff within the UNHCR Office and with others (including Partners, government authorities, etc.) outside UNHCR involving a limited exchange of information

Duties:

- 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, arrange for other repairs, and ensure that the vehicle is kept clean.
- Ensure that the steps required by rules and regulations, or other local procedures, are taken in case of involvement in an accident.
- Log official trips, daily mileage, gas consumption, oil changes, greasing, etc.
- Ensure that instructions and security guidance provided by the supervisor and security focal point are strictly followed.
- Ensures valid documentation for passengers, items or cargo in vehicle.
- Perform other related duties as required.

Essential Minimum Qualifications and Experience:

- Completion of Primary School education is required.

- Minimum 2 years of previous job experience relevant to the function is required.
- Possession of a valid driving licence and knowledge of driving rules and regulations is required.
- Knowledge of English is required.

Desirable Qualifications & Competencies:

- Certificate in Auto mechanics is desirable.
- Basic Vehicle Mechanics is desirable.

Required Competencies:

Core Competencies

- Accountability
- Communication
- Organizational Awareness
- Teamwork & Collaboration
- Commitment to Continuous Learning
- Client & Result Orientation

Cross-Functional Competencies

- Analytical Thinking
- Technological Awareness
- Planning and Organizing

Eligibility:

Candidates must be Ugandan nationals.

Internal staff members should consult the Recruitment and Assignment of Locally recruited Staff (RALS). If you have questions regarding eligibility, you may also contact the HR Unit.

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Remuneration:

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>

Submission of Applications:

Interested candidates who meet the above criteria should submit their applications online, using the following link: <http://unhcruganda.org/>. Applicants should sign up or login to access details of the advertised position by **the closing date**.

The Personal History Form and its supplementary sheet are attached.

No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and/or oral interview. UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or any other fees).

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieving

workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.

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