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## JOB POSTING DETAILS

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Posting Title:	Driver, GL-2 (Two posts)
Job Code Title:	Driver
Opening Number:	UNMHA-2020-TJO-008 Driver GL-2, Aden
Department/Office:	United Nations Mission to Support the Hudaydah Agreement - UNMHA
Type of Contract:	Temporary Appointment
Duration of Contract:	Six months
Location:	Aden, Yemen
Posting period:	11-18 March 2020

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**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

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### Special Notice:

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.

This position is being advertised for advance planning purposes pending formal approval of the relevant funding and staffing structures for a duration of one year. An appointment may be terminated, or post level adjusted in accordance with the Staff Rules for such reasons as abolition of post or reduction of staff or budget approvals, for example in the event that the funding for the post is not approved or the mandate of the mission is not extended.

### Org. Setting and Reporting:

The position is located in the Service Delivery Pillar of the Mission Support Component of the United Nations Mission in Support of the Hudaydah Agreement (UNMHA). The incumbent will be based in Aden, Yemen and will report to the Transport Assistant based in Hudaydah.

### Responsibilities:

Within the limits of delegated authority, the Driver at the GL-2 level may be responsible for performing the following duties:

- Drives vehicles safely for the transport of authorized personnel and, in the case of Peacekeeping missions, for the 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.
- Logs official trips, daily mileage, gas consumption, oil changes, greasing, etc.
- Ensures that the steps required by rules and regulations are taken in case of involvement in an accident.
- Assists the workshop in the preparation of trucks for field trips, such as changing wheels, cleaning air filters, and general check-over
- Performs other duties as assigned.

### **Core 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.

**Creativity:** Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks “outside the box”; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

**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.

### **Education:**

A high school diploma or equivalents is required. Driver training with a valid driver’s license is also required.

### **Work Experience:**

A minimum of two (2) years of progressively responsible experience in provision of driver services is required. Experience as a driver with a safe driving record is required. 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.

**Languages:**

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English and Arabic (both oral and written) is required.

**Assessment:**

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

**United Nations Considerations:**

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. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

**No Fee:**

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.