



NAFASI ZA KAZI UNHCR-Shirika la Kuhudumia Wakimbizi la Umoja wa Mataifa)

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**Driver
Driver**

Apply

locations

Kibondo, Tanzania

time type

Full time

posted on

Posted Today

time left to apply

End Date: October 22, 2024 (13 days left to apply)

job requisition id

JR2448355

Hardship Level

D

Family Type

Family
Family Type
Family
Residential location (if applicable)
Grade
GS2
Staff Member / Affiliate Type
General Service
Reason
Regular > Regular Assignment
Remote work accepted
No
Target Start Date
2024-12-02
Deadline for Applications
October 21, 2024
Standard Job Description
Driver

Organizational Setting and Work Relationships

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.

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 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.
- Support the identification and management of risks and seek to seize opportunities impacting objectives in the area of responsibility. Ensure decision making in risk based in the functional area of work. Raise risks, issues and concerns to a supervisor or to relevant functional colleague(s).
- Perform other related duties as required.

Minimum Qualifications

Years of Experience / Degree Level

For G2D - 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 Licences;

(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

Experience working with other international organizations. Basic mechanical skills, ability to use Microsoft word and Excel. Ability to communicate well(Written & Spoken) in English and Kiswahili. Must have Class C Driving license.

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

English

,

Kiswahili

,

[Desired languages](#)

,

,

Operational context

Occupational Safety and Health Considerations:

Nature of Position:

Living and Working Conditions:

Additional Qualifications

Skills

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

Education

Certifications

Driving License - Other

Work Experience

Competencies

Accountability, Analytical thinking, Client & results orientation, Commitment to continuous learning, Communication, Organizational awareness, Planning & organizing, Teamwork & collaboration, Technological awareness

UNHCR Salary Calculator

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

Compendium

Additional Information

Must have Class C Driving license.

Eligible candidates shall be expected to pass an eliminatory written test in order to be invited for oral interviews.

Functional clearance

This position doesn't require a functional clearance

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