

**Generic Job Opening
Driver
UNSMIL-GS3-GJO006/2021**

Title:	Driver
Level:	GS-3
Duty Station:	Sirte, Libya
Section:	Transport Unit – MSS
Number of Positions	Multiple
Date of Issue:	08 September 2021
Deadline for applications:	22 September 2021

Women candidates are strongly encouraged to apply to the mentioned position

HOW TO APPLY:

STEP 1: INTERESTED APPLICANTS SHOULD SUBMIT THEIR APPLICATION USING THE UNITED NATIONS PERSONAL HISTORY FORM P.11

(P.11 obtainable at the following web site: <https://unsmil.unmissions.org/sites/default/files/p11-form.doc>)

ANY APPLICATIONS RECEIVED IN A FORMAT DIFFERENT TO THE UNITED NATIONS PERSONAL HISTORY FORM (P.11) WILL NOT BE CONSIDERED.

STEP 2: Qualified candidates must submit their application using the P.11 template listed in STEP 1 by e-mail to unsmil-hrstaffing@un.org. The application MUST include only the Job Opening No. in the subject line of their e-mail (e.g. UNSMIL-GS3-GJO006/2021)

ORGANIZATIONAL SETTING AND REPORTING:

This position(s) is located within the Transport Unit of the United Nations Support Mission in Libya (UNSMIL). The position(s) is based in Sirte, Libya. The incumbent(s) will be under the overall supervision of the Transport Officer.

On 15 September 2020, the Security Council renewed the mandate of United Nations Support Mission in Libya (UNSMIL) for one year, through resolution 2542 (2020). The Security Council has tasked UNSMIL, as an integrated special political mission, in full accordance with the principles of national ownership, to exercise mediation and through its good offices to: (i) further an inclusive political process and security and economic dialogue; (ii) further the continued implementation of the Libya Political Agreement; (iii) help consolidate the governance, security and economic arrangements of the Government of National Accord, including support for economic reform in collaboration with international financial institutions; (iv) help to achieve a ceasefire and, once it is agreed by the Libyan parties, provide appropriate support to its



implementation; (v) support subsequent phases of the Libyan transition process, including the constitutional process and the organisation of elections; (vi) coordinate and engage closely with international actors including neighboring countries and regional organisations; (vii) provide support to key Libyan institutions; (viii) support, on request, the provision of essential services and delivery of humanitarian assistance, including in response to the COVID-19 pandemic, in accordance with humanitarian principles; (ix) monitor and report abuses and violations of human rights and violations of international humanitarian law, including sexual violence in conflict, notably through the effective deployment of women and child protection advisers; (x) provide support in securing uncontrolled arms and related materiel and countering their proliferation; and (xi) co-ordinate international assistance, and provision of advice and assistance to Government-led efforts to stabilise post-conflict zones, including those liberated from Da'esh. On 16 April 2021, the Security Council, through resolution 2570 (2021), tasked UNSMIL to provide support to the Libyan-led and Libyan-owned ceasefire monitoring mechanism including through the facilitation of confidence-building measures and the scalable and incremental deployment of UNSMIL ceasefire monitors.

JOB DESCRIPTION:

Within limits of delegated authority, the incumbent may be responsible for the following duties:

1. Driving special and armored vehicles and ensure that such vehicles are handled in accordance with the manufactures and Transport guidelines.
2. Makes deliveries of parcels, documents, etc., between the office and institutions, e.g. Ministries, Embassies, Permanent Missions, etc.
3. Makes minor purchases and collect urgent purchases from local suppliers as requested. Collect goods from the customs with due regard to customs regulations and formalities. May make or collect payment for goods.
4. Drives vehicles safely for the transport of authorized personnel and for the transport of general cargo goods.
5. Ensure that assigned vehicle is very clean inside and outside at all times.
6. At any given time, inform the direct supervisor or the CTO with any information deemed necessary to carry-out your duty efficiently.
7. Receive orders in a professional manner and provide healthy and peaceful atmosphere.
8. Takes care of the day-to-day maintenance of the assigned vehicles, check oil, water, battery, brakes, tires, etc.; perform minor repairs and arrangements for other repairs and ensures that vehicle is kept clean.
9. Performs VIP and Standby Driver duties.



10. Assists the workshop in the preparation of vehicles for field trips, such as changing wheels, cleaning air filters, and general check-over.
11. Logs fuel consumption, maintenance etc.
12. Ensures that the steps required by rules and regulations are taken in case of an accident.
13. Performs other duties as assigned.

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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed. Good communication and customer relations skills.

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.

QUALIFICATIONS:

Education: High school diploma or equivalent is required. A valid driver's license is required. Safe Technical or vocational diploma or equivalent on automotive industry is desirable.

Work Experience: A minimum of two (2) years of progressively responsible experience in the provision of driver services is required. Experience as a driver with 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 is required. Relevant experience working in a United Nations common system Organization (inclusive of peacekeeping operations, special political missions, agencies, funds and programmes) or other similar international organization in a post conflict environment is desirable.

Language: English and French are the working languages of the United Nations Secretariat. For the position advertised fluency in Arabic and knowledge of English is required

**ASSESSMENT:**

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

SPECIAL NOTICE:

Recruitment in the General Service category shall be made in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country and shall comply with any host country agreement in effect. Applicants who are not nationals from Libya must meet the relevant employment requirements of the host country, including fulfilling visa or work permit stipulations.

An appointment shall not be granted to a person who is the father, mother, son, daughter, brother, sister, stepchildren or step sibling of a staff member. This restriction applies to relationships within the United Nations Secretariat and not to those with the separately administered Agencies, Funds or Programmes.

The purpose of this Generic Job Opening is to create and maintain a list of pre-approved candidates for immediate selection in the foreseeable future. The list of approved candidates may be used to recruit candidates on regular positions and/or as contractors.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this GJO.

Candidates selected will be required to reside at the duty station (i.e. Sirte). All expenses in which a candidate may have to incur to relocate and establish his/her residence at the duty station will be at his/her own expenses. The Mission will not provide any kind of financial support related to any relocation/installation expenses.

ADDITIONAL INFORMATION:

The incumbent mostly works outside the office driving staff to various locations or running errands for the mission. Movement on some poorly constructed public roads can be dangerous and noisy.

The incumbent is required to safely operate light passenger vehicles, sedans, heavy and light 4x4 sports utility vehicles (SUV's), ambulances and pick-up trucks, cargo and passenger van within the mission area, in a timely and efficient manner with respect to all time schedules of transportation plans and requirements.

Due to the high volume of applications received, ONLY those applicants who are short-listed will be notified.

Incomplete applications or applications received after the deadline will not be considered.

UNITED NATIONS



الأمم المتحدة

United Nations Support Mission in Libya
بعثة الأمم المتحدة للدعم في ليبيا

The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.