



<b>IC Opening for 02 Drivers in Tripoli UNSMIL-IC-3-14-2017 (Open for 07 days)</b>	
<b>Title:</b>	Driver
<b>Level:</b>	Individual Contractor
<b>Duty Station:</b>	Tripoli
<b>Section:</b>	Transport Section
<b>Date of Issue:</b>	14 July 2017
<b>Deadline for applications:</b>	24 July 2017
<b><u>Women candidates are strongly encouraged to apply to the mentioned position</u></b>	
<b>HOW TO APPLY:</b>	<p><b>STEP 1:</b> Interested applicants should submit the United Nations Personal History Form (P11 obtainable at the following web site: <a href="https://unsmil.unmissions.org/sites/default/files/p11-form.doc">https://unsmil.unmissions.org/sites/default/files/p11-form.doc</a></p>
	<p><b>STEP 2:</b> Qualified candidate MUST submit his/her application with all the documents listed in STEP 1 by e-mail to <a href="mailto:unsmil-hrstaffing@un.org">unsmil-hrstaffing@un.org</a> copy to <a href="mailto:divinep@un.org">divinep@un.org</a> and MUST include only the JO No. in the subject line of their e-mail (e.g. UNSMIL- IC-3-14/2017)</p>
<b>Job Description:</b>	<p>Within the limited delegated authority, a Driver at this level may be responsible for the following duties:</p> <ul style="list-style-type: none"> <li>• Makes deliveries of parcels, documents, etc., between the office and other offices and institutions, e.g.; Ministries, Embassies, Permanent Missions, etc.</li> <li>• 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.</li> <li>• Drives vehicles safely for the transport of authorized personnel and, in the case of Peacekeeping missions, for the transport of general cargo goods.</li> <li>• Collects and delivers mail, documents and other items.</li> <li>• Meets official personnel at the airport</li> <li>• Deals effectively and tactfully with officials and visitors.</li> <li>• Takes care of the day-to-day maintenance of the assigned vehicles, check oil, water, battery, brakes, tires, etc., perform minor repairs, arranges for other repairs, and ensures that vehicle is kept clean.</li> <li>• Performs VIP and standby Driver duties</li> <li>• Assists the workshop in the preparation of trucks for field trips, such as changing wheels, cleaning air filters and general check-overs.</li> <li>• Logs fuel consumptions, maintenance, etc.</li> <li>• Ensures that the steps required by rules and regulations are taken in case of an accident.</li> <li>• Acts as a team lead; assigns tasks shifts to junior drivers.</li> </ul>



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	<ul style="list-style-type: none"> <li>Performs other duties as assigned.</li> </ul>
<b>Competencies:</b>	<p><b>Professionalism:</b> Demonstrates ability to drive commercial patterned vehicles. Ability to review alternative routes and select the most efficient. Good knowledge of local policies and road traffic regulations. 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.</p>
	<p><b>Communication:</b> 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.</p>
	<p><b>Teamwork:</b> 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.</p>
<b>Qualifications:</b>	<p><b>Education:</b> High school diploma</p> <p><b>Experience:</b> A minimum of two (2) years of progressively responsible experience in the provision of driving services with a safe driving record is required. Experience in driving a variety of makes and models of vehicles such as, light passenger vehicles, sedans, heavy and light 4x4 sports utility vehicles (SUVs), ambulances pick-up trucks, cargo and passenger van. Knowledge of local driving rules and regulations, and local roads and conditions is required. Knowledge of chauffeur protocol and courtesies, and defensive driving skills are desirable. Experience as a driver in an international organization, embassy or UN system with a safe driving record is desirable.</p> <p><b>Language:</b> English and French are the working languages for the United Nations Secretariat. For the position advertised, fluency in Arabic and knowledge of English are required.</p> <p>The candidate shall hold a valid driver's license. <b>PLEASE PROVIDE COPY OF YOUR DRIVER'S LISENCE WITH YOUR APPLICATION.</b></p>

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<p><b>Additional information:</b></p>	<p>Due to the high volume of applications received, ONLY those applicants who are short-listed will be notified.</p> <p><b><u>Incomplete applications or applications received after the deadline will not be considered.</u></b></p> <p>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.</p>
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