



**Individual Contractor (IC) Generic Job Opening for Drivers  
UNSMIL-IC3-IC012/2018**

<b>Title:</b>	Driver
<b>Level:</b>	GL-3
<b>Duty Station:</b>	Tripoli - Libya
<b>Section:</b>	Transport Section
<b>Date of Issue:</b>	11 April 2018
<b>Deadline for applications:</b>	19 April 2018

**Women candidates are strongly encouraged to apply to the mentioned position**

<b>HOW TO APPLY:</b>	<p><b>STEP 1: <u>INTERESTED APPLICANTS SHOULD SUBMIT THE UNITED NATIONS PERSONAL HISTORY FORM</u></b></p> <p>(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><u>ANY APPLICATIONS RECEIVED IN A FORMAT DIFFERENT TO THE UNITED NATIONS PERSONAL HISTORY FORM (P11) WILL NOT BE CONSIDERED.</u></b></p>
	<p><b>STEP 2:</b> Qualified candidates <b>MUST</b> submit their <b>P11 application</b> with all the documents listed in STEP 1 (if any) by e-mail to <a href="mailto:unsmil-hrstaffing@un.org">unsmil-hrstaffing@un.org</a>, and <b>MUST</b> include only the JO No. in the subject line of their e-mail (e.g. UNSMIL- IC-IC012/2018)</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>• Inspect vehicles at the start of the shift or movement and after for roadworthiness and fuel;</li> <li>• Secure any cargo that is to be / being transported;</li> <li>• Ascertain the cleanliness of vehicles;</li> <li>• Exercise safety and caution at all times;</li> <li>• Protect the vehicle from any saboteur when on duty;</li> <li>• Check road maps, conditions of roads, and be aware of alternate routes in case of emergency;</li> <li>• Familiarize oneself with routes and safe good roads;</li> <li>• Identify the best routes and those to be avoided; follow and monitor Security advice both on radio and Lotus Notes;</li> <li>• Undertake advance trips to various places where the VIP is scheduled to travel;</li> <li>• Liaise with relevant individuals for easy access of the VIP to offices/residence of senior Government officials and other diplomats, as needed;</li> <li>• Ensure VIP is safe whenever travelling in all areas;</li> </ul>



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	<ul style="list-style-type: none"> <li>• Drive staff members safely to various destinations as required;</li> <li>• Assist in collecting and delivering documentation to and from UN agencies, local authorities, NGOs and other concerned government offices;</li> <li>• Liaise with Dispatch Supervisor on issues relating to the maintenance of unit vehicles, including daily entries in vehicle log books and ensure that vehicles are cleaned and fueled;</li> <li>• Assist with messenger duties that may be required by the Supervisor;</li> <li>• Perform minor mechanical repairs on vehicles as required;</li> <li>• Ability to work on shifts and occasionally as required by the supervisor.</li> <li>• Carry out any other duties assigned by the Dispatch Supervisor.</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 or equivalent is required.</p> <p><b>Experience:</b> A minimum of two (2) years of progressively responsible experience in the provision of driver 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 is required. 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>



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	<p><b>Language:</b> English and French are the working languages for the United Nations Secretariat. For the position advertised, fluency in Arabic (oral and written) is required. Knowledge of English is required.</p> <p>The candidate shall hold a valid driver's license. <b>PLEASE PROVIDE COPY OF YOUR VALID DRIVER'S LISENCE WITH YOUR APPLICATION.</b></p>
<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 not received in the United Nations Personal History Form P.11) or applications received after the deadline will not be considered.</u></b></p> <p>This IC Generic Job opening will be used for the purpose of creating and maintaining viable rosters of qualified and available candidates for Job openings which may be available in the future.</p> <p>The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel.</p>