

TWO INTERNAL/EXTERNAL VACANCY PN 10027624 & 10027693/DRIVERS, G2

Título: 2 (dos) posiciones de Conductor, G2
Duración: 1 año
Tipo de contrato: FTA (Contrato fijo)
Lugar: Acayucan, Veracruz

CONTEXTO DE OPERACIÓN

La violencia y la persecución perpetrada principalmente por el crimen organizado como las pandillas o las maras del Norte de Centroamérica (NCA) continúan causando el desplazamiento forzoso de miles hacia México. Los nacionales de Honduras, El Salvador y, en menor medida, Guatemala, representan el 91,6% de todas las solicitudes de asilo registradas por la Comisión Mexicana de Refugiados (COMAR) en 2016.

Para garantizar una implementación armonizada y coordinada de las actividades sobre el terreno, en particular las relacionadas con las condiciones de recepción, asistencia en efectivo, registro y supervisión de la protección, es necesario continuar fortaleciendo la coordinación sobre el terreno entre los socios del ACNUR, ONGs, autoridades locales y otras partes interesadas.

El ACNUR en México (BOMEX) tiene oficinas localizadas en Tapachula, Chiapas y Tenosique, Tabasco, Acayucan, Veracruz y Saltillo, Coahuila; la oficina en la Ciudad de México está compuesta por la Representación y siete unidades funcionales (Protección, Soluciones, Coordinación de Terreno, Programa, Administración, PI / Comunicaciones, Seguridad y Alianzas con el sector privado).

COMO APLICAR

Envíe su solicitud a mexmevac@unhcr.org con el asunto: SU APELLIDO/ IntExtVac / GS2 Driver ACA junto con formulario de Historia Personal P.11 (disponible en: <http://www.acnur.org/fileadmin/Documentos/Vacantes/2017/P11-English.docm>), CV y carta de una página indicando los motivos para postular a este puesto.

Fecha límite para recibir solicitudes: 31 de diciembre de 2017

Se espera que el candidato seleccionado inicie actividades en febrero de 2018.

ACNUR no está en condiciones de proporcionar ningún tipo de apoyo relacionado con los permisos de trabajo en México. Las solicitudes de candidatos expatriados son bienvenidas, pero el solicitante debe estar en posesión de residencia permanente o un permiso válido para trabajar en México.

NOTA: solo se contactará a los candidatos que hayan sido considerados relevantes para el proceso de selección. Se aplicará una prueba escrita, y una prueba de manejo.



UNHCR JOB DESCRIPTION

(When finalised and approved by the Post Manager(s), e-mail to HQPC00)

Date of Classification ⁽¹⁾: March 2013

(STANDARD)

PART 2A – IDENTIFICATION OF POSITION

Position No: 10027624 & 10027693

Position Title: **Driver**

Position Grade: **G-2**

Position Location : Acayucan, Ver

Functional Group⁽¹⁾ : 5.4.a

Supervisor Position No., Title & Grade: PN 10027596, Snr. Field Associate, G7

CCOG Code ⁽¹⁾ : 3.C

Job Code ⁽¹⁾ : 000197

Job Profile ⁽¹⁾ : 00000197

(1) To be completed by PCU

PART 2B – POSITION REQUIREMENTS

2.1 ORGANIZATIONAL CONTEXT.

The Driver position in the Office normally falls under direct supervision of the Administrative Officer/Assistant. The incumbent is responsible for up keep and maintenance of the assigned UNHCR vehicle(s) as per technical guidance and specifications established by the organisation. He/She is required to follow strict instructions and security guidance provided by the supervisor. While basic function of a Driver is to drive the official vehicles of UNHCR, he/she may be called upon to perform minor maintenance and repair of UNHCR vehicles.

The incumbent has regular contacts with staff within UNHCR office and with service providers outside UNHCR involving a limited exchange of information.

2.2 FUNCTIONAL STATEMENT

Accountability

- Assigned UNHCR vehicles are properly maintained and equipped as per technical guidance and specifications established by the Organisation.
- Local traffic rules and regulations are strictly observed.
- Instructions and security guidance provided by the supervisor and security focal point are strictly followed by the Driver and the passengers during the journey.

Responsibility

- Drive UNHCR vehicles for the transport of authorized passengers and delivery and collection of mail, documents, UNHCR pouch and other items.
- Meet official personnel at the airport 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 worthy and maintained up to the established security standards.
- Perform minor repairs and arrange for other repairs and ensure that the vehicle is kept clean.
- Ensure that the steps required by rules and regulations are taken in case of involvement in accident.
- Log official trips, daily mileage, gas consumption, oil changes, greasing, etc.
- Perform other related duties as required.

Authority

- Drive the vehicle only when his/her safety or security is not at risk.
- Ask the passenger about the destination of the journey and route.
- Decline to drive passengers not authorized to be in a UNHCR vehicle.

2.3 REQUIRED COMPETENCIES

<u>Code</u>	<u>Managerial Competencies</u>
1. ☐ M001	Empowering and Building Trust
2. ☐ M002	Managing Performance
3. ☐ M003	Judgement and Decision Making
4. ☐ M004	Strategic Planning and Vision
5. ☐ M005	Leadership
6. ☐ M006	Managing Resources

<u>Code</u>	<u>Cross-Functional Competencies</u>
1. ☐ X001	Analytical Thinking
2. ☐ X002	Innovation and Creativity
3. ☐ X003	Technological Awareness
4. ☐ X004	Negotiation and Conflict Resolution
5. ☐ X005	Planning and Organizing
6. ☐ X006	Policy Development and Research
7. ☐ X007	Political Awareness
8. ☐ X008	Stakeholder Management
9. ☐ X009	Change Capability and Adaptability

2.4 ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED.

- Completion of Primary Education or equivalent technical or commercial school.
- Minimum 2 years of previous job experience relevant to the function.
- Driving licence, knowledge of driving rules and regulations and skills in minor vehicle repair.
- Spanish, knowledge of English an asset.

2.5 DESIRABLE QUALIFICATIONS & COMPETENCIES.

- Mechanical skills.