



United Nations High Commissioner for Refugees (UNHCR)

Internal / External Vacancy Announcement

Vacancy Notice No. 19/LIM/023

Title of Post	Driver 2 positions	Category/Grade	G2
Post Number	10031119 10031120	Reporting Date	Immediately
Type of Contract	Fix Term Appointment (Initial contract – 1 year)	Date of Issue	10 June 2019
Location	Lima, Peru	Closing Date	23 June 2019

Organizational Context (role of the position within the team, describing its leadership roles, it's external/internal work relationships or contacts, the contextual environment in which it operates and the scope of supervision received, and where applicable, exercise by the incumbent:

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.

Accountability (key results that will be achieved)

- 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 (process and functions undertaken to achieve results)

- 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 (decisions made in executing responsibilities and to achieve results)

- 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.

Essential Minimum Qualifications and Experience

- 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.
- Good knowledge of English and local language.

Desirable Qualifications & Competencies

- Mechanical skills.

Submission of Applications

This vacancy is open for qualified Peruvians only. Female candidates are encouraged to apply

IMPORTANT

Candidates who wish to be considered for this position should send their application, in Spanish or English language, including a letter of interest, complete Curriculum Vitae and an updated United Nations Personal History Form (P.11 – download by clicking on the following link: <http://www.unhcr.org/recruit/p11new.doc>). All documents must be in PDF format. File name should include the candidate's last name.

Test drive will be administered.

All candidates should submit their application via e-mail to admin.peru@unhcr.org.

Please quote the following Reference in the subject line and in your motivation letter:

Driver_Lima_10031119_10031120

- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews and tests will be contacted.
- Please no phone calls. All queries should be done by e-mail.