



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

ACNUR

Alto Comisionado de las Naciones Unidas
para los Refugiados

Oficina Multipaís Argentina
Código Postal: C1010AAR
Cerrito 836 Piso 10
Buenos Aires, Argentina

Buenos Aires, August 7th, 2020

Ref: 20/AF/236– Internal and External Vacancy announcement for UNHCR National Office in Chile

Post Title	Driver
Post Level	GS- FTA
Duty Station	Arica Field Unit, Chile
Closing Date	21st August 2020 (inclusive)
Type of contract	FTA- 12 months (1 year)

General background of Project or Assignment:

The United Nations High Commissioner for Refugees was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It strives to ensure that everyone can exercise the right to seek asylum and find safe refuge in another State, with the option to return home voluntarily, integrate locally or to resettle in a third country.

The Driver in the UNHCR Office is normally supervised directly by the Head of Field Unit. Besides driving, the incumbent is responsible for upkeep and maintenance of the assigned UNHCR vehicle(s) as per technical guidance and specifications established by the Organisation. S/he is required to follow strict instructions and security guidance provided by the supervisor. While the basic function of a driver is to drive the official vehicles of UNHCR, s/he may be called upon to perform minor maintenance and repair of UNHCR vehicles.

The Driver has regular contacts with staff within the UNHCR Office and with others (including Partners, government authorities, etc.) outside UNHCR involving a limited exchange of information.

Overall purpose and Scope of Assignment:

Accountability

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

Responsibility (process and functions undertaken to achieve results)

- Drive UNHCR vehicles for the transport of authorized passengers, deliver, and collect documents and other items.
- Meet official personnel at airports or other locations 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 or waterway worthy and maintained up to the established security standards.
- Perform minor repairs, arrange for other repairs, and ensure that the vehicle is kept clean.
- Ensure that the steps required by rules and regulations, or other local procedures, are taken in case of involvement in an accident.
- Log official trips, daily mileage, gas consumption, oil changes, greasing, etc.
- Ensure that instructions and security guidance provided by the supervisor and security focal point are strictly followed.
- Ensures valid documentation for passengers, items or cargo in vehicle.
- Perform other related duties as required.

Essential minimum qualifications and professional experience required:

- 2 years relevant experience with Completion of Primary Education or High School Diploma or higher.
- Knowledge of English and UN working language of the duty station if not English
- Nationality: Chilean or naturalized.

Essential Certificates and/or Licenses

- Driving Licences, knowledge of driving rules and regulations.

Desirable Functional Skills

- DV-Basic Vehicle Mechanical Skills.

Competency Requirements

Core Competencies:

- Accountability
- Communication
- Organizational Awareness
- Teamwork & Collaboration
- Commitment to Continuous Learning
- Client & Result Orientation

Cross-Functional Competencies:

- Technological Awareness
- Analytical Thinking
- Planning and Organizing

Submission of Applications:

Candidates shall submit their application including a letter of interest, complete Curriculum Vitae, copy of relevant degrees and an updated United Nations Personal History Form signed (P.11 form – download by clicking on the following link: <http://www.unhcr.org/recruit/p11new.doc>), all documents must be in PDF format.

All candidates should submit their application via e-mail to argbuadm@unhcr.org . Kindly indicate: “**Driver - NO Chile**” in the subject line.

- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews and tests will be contacted.