



United Nations High Commissioner for Refugees (UNHCR)

Internal / External Vacancy Announcement

Vacancy Notice No. 19/LIM/024

Title of Post	Driver/Clerk	Category/Grade	G3
Post Number	10031118	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:

While basic functions of a Driver/Clerk remain being responsible for driving the official vehicles of UNHCR, he/she may be called upon to perform clerical, maintenance and other support services that deem necessary for office administration to functions often include minor clerical tasks (i.e. Sorting out official mail, delivery of official pouches, support/supervisory tasks in relation to maintenance/ up keep of UNHCR residential and office compounds, utilities and services.

He/She always function under specific instructions and direct supervision of the Administrative Officer and/or an office assistant with specifically delegated responsibilities.

Except for extending certain task oriented supervision of casual labour forces (as and when hired for specific tasks) this position has no official supervisory functions.

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.
- Assist the Office administration to maintain office inventories; assist in maintaining utilities and office equipment.
- 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.
- In the absence of an interpreter, assist in very basic interpretation services while on mission with UNHCR staff(s);
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 Secondary Education or equivalent technical or commercial school.
- Minimum 3 years of previous job experience relevant to the function.
- Driving licence, knowledge of driving rules and regulations and skills in minor vehicle repair.
- Knowledge of computer.
- Basic skills in office equipment and commonly used machines.
- Good knowledge of English and local language.

Desirable Qualifications & Competencies

- Mechanical skills.
- Knowledge of MS Office applications (Word, Excel).

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/Clerk_Lima_10031118

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.