

**VACANCY ANNOUNCEMENT: UNOWAS/HRS/VA/03/2023**

The United Nations Office for West Africa and the Sahel is recruiting for the Abuja Liaison Cell (ALC), a dynamic and motivated man or woman for the position of driver.

Position title	Driver
Number of post	01
Type of contract	Individual Contractor
Category and level	GL2
Duty station	Abuja (Nigeria)
Unit /Section	Transport and Aviation
Issuing date	19 May 2023
Closing date	31 May 2023

MAIN TASKS

- Provide transportation for official activities.
- Collect and distribute mail, parcels to official government services, United Nations agencies, embassies, and institutions etc.
- Assist the different units in the transport of mail.
- Transport official visitors to and from the airport.
- Make sure that all the necessary documents for the assigned vehicle are in place.
- Safe driving of authorized personnel and for the transport of packages.
- Perform daily vehicle checks (fuel, oil, water, battery, spare wheel, brakes, shock absorbers, tires).
- Complete daily mileage sheets.
- Report any defect or breakdown of the vehicle.
- Pay attention to fuel consumption, oil changes, lubrication, etc.
- Carry out minor repairs and organize other repairs to be made and ensure that the vehicle is kept clean.
- Ensure that the measures required by United Nations rules and regulations and the Mission's SOPs are applied in the event of involvement in an accident.
- Perform any other task requested as part of the office's activities.



REQUIRED COMPETENCIES

Professionalism:

Good driving skills and car maintenance. Ability to properly drive and maintain a vehicle. Knowledge of basic concepts related to the protocol. Show self-sacrifice in work and in accomplishments. Take pride in your work and achievements. Demonstrate professional competence and mastery of the subject. Bring to the execution of its tasks the conscience and concern for efficiency necessary to be able to honor the commitments made, meet the deadlines and obtain the expected results. Acting for professional rather than personal reasons. Persevere in the face of obstacles and difficulties. Stay calm in crisis situations.

Planning and Organizing:

Ability to clearly define goals consistent with agreed strategies. Ability to prioritize activities and tasks and rearrange priorities as needed. Ability to set aside sufficient time and resources to complete task. Ability to take risks and contingencies into account in planning. Ability to follow the execution of plans and measures and modify them as necessary. Ability to make the most of the time available.

Teamwork:

Ability to collaborate with colleagues to achieve organizational goals. Ability to solicit input, fully appreciate each other's ideas and skills and be ready to learn from them. Ability to put team interests above personal advantage. Ability to accept and comply with final group decisions, even if they do not fit perfectly with one's own position.

REQUIRED QUALIFICATIONS, SKILLS & EXPERIENCE

Education:

High school diploma or an equivalent diploma is required. Driver's license is required. A driver's license for public transport is desirable. Defensive driving training at the United Nations is desirable.

Experience:

Two years of professional experience as a driver in a public or private administrative structure is required. Experience as a driver in an international organization is desirable.

**Languages:**

English and French are the working languages of the United Nations Secretariat, for this position fluency in English (both oral and written) is required.

Others:

- The incumbent is expected to be available with minimum notification.

APPLICATIONS :

This vacancy notice is available on the UNOWAS website: www.unowas.unmissions.org

All applicants fulfilling the required criteria can submit their application package including:

- A cover letter.
- A P11 form duly completed and signed (the so-called P11 form is also available on the UNOWAS website).
- A copy of the driver's license and diplomas.
- A work certificate from former employers.

By e-mail to: unowas-cnmc-hr@un.org: “**Driver Position UNOWAS/ HRS /VA/ 03/2023**”,
no later than May 31, 2023.

Applications received after the submission deadline will not be considered.

The female candidates are highly encouraged to apply.