

**Job Opening****Driver****UNSMIL-GS3-IC010/2019**

<b>Title:</b>	Driver
<b>Level/type:</b>	GS-3 / Individual Contractor
<b>Duty Station:</b>	Tripoli, Libya
<b>Section:</b>	Transport Unit – MSS
<b>Number of Positions</b>	Three (3)
<b>Date of Issue:</b>	03 September 2019
<b>Deadline for applications:</b>	12 September 2019

**Women candidates are strongly encouraged to apply to the mentioned position**

**HOW TO APPLY:****STEP 1: INTERESTED APPLICANTS SHOULD SUBMIT THEIR APPLICATION USING THE UNITED NATIONS PERSONAL HISTORY FORM P.11**

(P.11 obtainable at the following web site: <https://unsmil.unmissions.org/sites/default/files/p11-form.doc>)

**ANY APPLICATIONS RECEIVED IN A FORMAT DIFFERENT TO THE UNITED NATIONS PERSONAL HISTORY FORM (P.11) WILL NOT BE CONSIDERED.**

**STEP 2:** Qualified candidates must submit their application using the P.11 template listed in STEP 1 by e-mail to [unsmil-hrstaffing@un.org](mailto:unsmil-hrstaffing@un.org). The application MUST include only the Job Opening No. in the subject line of their e-mail (e.g. UNSMIL-GS3-IC010/2019)

**ORGANIZATIONAL SETTING AND REPORTING:**

This position is located within the Transport Unit in the Mission Support Service of the United Nations Support Mission in Libya (UNSMIL). The position is based in Tripoli, Libya. The incumbent will be under the overall supervision of the Transport Officer.

UNSMIL's mandate as renewed in SC resolution 2434 of 13 September 2018 includes, as an immediate priority, support to the Libyan political process, as well as the undertaking of: (a) support to key Libyan institutions; (b) support for the provision of essential services and delivery of humanitarian assistance; (c) human rights monitoring and reporting; (d) support for securing uncontrolled arms and related materiel and countering their proliferation; and (e) coordination of international assistance, and provision of advice and assistance to GNA-led efforts to stabilize post-conflict zones.

**JOB DESCRIPTION:**

Within limits of delegated authority, the incumbent may be responsible for the following duties:

1. Makes deliveries of parcels, documents, etc., between the office and institutions, e.g. Ministries, Embassies, Permanent Missions, etc.
2. Makes minor purchases and collect urgent purchases from local suppliers as requested. Collect goods from the customs with due regard to customs regulations and formalities. May make or collect payment for goods.
3. Drives vehicles safely for the transport of authorized personnel and for the transport of general cargo goods.
4. Collects and delivers mail, documents, and other items.
5. Meets official personnel at the airport.
6. Deals effectively and tactfully with officials and visitors.
7. Takes care of the day-to-day maintenance of the assigned vehicles, check oil, water, battery, brakes, tires, etc.; perform minor repairs and arrangements for other repairs and ensures that vehicle is kept clean.
8. Performs VIP and Standby Driver duties.
9. Assists the workshop in the preparation of trucks for field trips, such as changing wheels, cleaning air filters, and general check-over.
10. Logs fuel consumption, maintenance etc.
11. Ensures that the steps required by rules and regulations are taken in case of an accident.
12. Acts as a team lead; assigns tasks/ shifts to junior drivers.
13. Performs other duties as assigned.

**COMPETENCIES:**

**Professionalism:** Demonstrates ability to drive commercial patterned vehicles. Ability to review alternative routes and select the most efficient. Good knowledge of local policies and road traffic regulations. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results. Is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges. Remains calm in stressful situations. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.



**Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors' language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed. Good communication and customer relations skills.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

### QUALIFICATIONS:

**Education:** High school diploma or equivalent is required. A valid driver's license is required. Safe Driving training is desirable.

**Work Experience:** A minimum of two (2) years of progressively responsible experience in the provision of driver services is required. Experience as a driver with safe driving record is required. Experience in driving a variety of makes and models of vehicles, light passenger vehicles, sedans, heavy and light 4x4 sports utility vehicles (SUV's), ambulances and pick-up trucks, cargo and passenger van is required. Relevant experience working in a United Nations common system Organization (inclusive of peacekeeping operations, special political missions, agencies, funds and programmes) or other similar international organization in a post conflict environment is desirable.

**Language:** English and French are the working languages of the United Nations Secretariat. For the post advertised fluency in oral and written Arabic is required. Knowledge of English is required

### ASSESSMENT:

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview.

### SPECIAL NOTICE:

Recruitment of Individual Contractors shall be made in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country and shall comply with any host country agreement in effect. Applicants who are not nationals from Libya must meet the relevant employment requirements of the host country, including fulfilling visa or work permit stipulations.

A contract shall not be granted to a person who is the father, mother, son, daughter, brother, sister, step-children or step sibling of a staff member. This restriction applies to relationships within the United Nations Secretariat and not to those with the separately administered Agencies, Funds or Programmes.

**ADDITIONAL INFORMATION:**

The incumbent mostly works outside the office driving staff to various locations or running errands for the mission. Movement on some poorly constructed public roads can be dangerous and noisy.

The incumbent is required to safely operate light passenger vehicles, sedans, heavy and light 4x4 sports utility vehicles (SUV's), ambulances and pick-up trucks, cargo and passenger van within the mission area, in a timely and efficient manner with respect to all time schedules of transportation plans and requirements.

Due to the high volume of applications received, ONLY those applicants who are short-listed will be notified.

**Incomplete applications or applications received after the deadline will not be considered.**

The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel.