

UNICEF BRAZIL
VACANCY NOTICE # BRZ/2012/004

Internal & External

The United Nations Children's Fund (UNICEF), the world's leading Organization working for the rights of children, is inviting applications for this position:

POST TITLE (General Service Category)	LEVEL	DUTY STATION	CONTRACT TYPE	CLOSING DATE
Driver (post no. 41326)	GS2	São Paulo	Fixed Term	19 February 2012

Purpose: Under close supervision of the Programme Assistant, perform driver's related tasks and other internal and external general supporting services.

Duties and Responsibilities Drive office vehicles for the transport of authorized personnel, deliver and collect mail, documents and other items. Maintain log book.

Be responsible for the day-to-day maintenance of the assigned vehicle, check oil, water, battery, brakes, tires, etc., perform minor repairs and arrange for other repairs. Ensure that the vehicle is kept clean.

Make small purchase and perform bank services such as deposits, payment order, payment of office bills, etc.

Give support to the Zone Office by performing some minors maintenance and administrative tasks, including replacement of the receptionist during lunch time whenever possible and lifting and relocation of furniture, machine and other equipment.

Ensure that the steps required by rules and regulations are taken, in case of involvement in an accident.

Perform other duties, as required.

Education:

Primary education; professional driver's license (D standard for Brazil); knowledge of driving rules and regulations and skills in minor vehicle repair.

Work Experience:

Two years of work experience as a driver; safe driving record required.

Minimum qualifications, Requirements:

Language Proficiency:

Good knowledge of Portuguese required. Basic level of spoken English and Spanish desirable.

Competencies: Core Competencies: Communication, Working with People, Drive for Results. Functional Competencies: Analyzing, Learning and Researching, Planning and Organizing, Following instructions and Procedures. Core Values: Diversity & Inclusion, Commitment, Integrity.

We offer: Competitive salary, Medical Insurance, Pension Fund and other benefits under the United Nations/UNICEF Rules & Regulations.

How to apply: External candidates: applications will be considered only if accompanied by a motivation letter, an updated CV and UN Personal History Form (P.11), which can be downloaded from our website <http://www.unicef.org.br>, by clicking on “**Quem somos**” and on “**Oportunidade de Emprego**”.

Internal candidates: applications will be considered only if accompanied by motivation letter, updated CV and P.11 and two updated Performance Evaluation Reports.

Please send your application to hrbrasil@unicef.org under title **VN/BRZ/2012/004 Driver SP**.

Assessment Criteria: Qualified short-listed candidates will be assessed through competency-based interview. Written assessments may also be applied.

UNICEF welcomes applications from qualified women and men from any ethnic groups. Candidates will be treated regardless of religion, social status, age and HIV status. UNICEF is a smoke-free environment. Additional information on the selection process, post and working conditions, and regret letters will only be provided to short-listed candidates.