

Vacancy Announcement

UNICEF

Driver, GS-2

Work type: Fixed Term

Location: Gaza, State of Palestine

Duration: 1 year with possibility of extension

Applications Deadline: 6 July 2018

<http://jobs.unicef.org/cw/en-us/job/514067?ApplicationSubSourceID=>

UNICEF works in some of the world's toughest places, to reach the world's most disadvantaged children. To save their lives. To defend their rights. To help them fulfill their potential.

Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone and we never give up.

For every child, a Future

To learn more about working in Palestine please

visit: <https://www.facebook.com/unicefpalestine/>

How can you make a difference?

Under the supervision of the Administrative Assistant the Driver provides reliable and safe driving services, ensuring the highest standards of professionalism, discretion, integrity, sense of responsibility, excellent knowledge of protocol whilst ensuring compliance with local driving rules and regulations.

The Driver demonstrates a client-oriented approach, high sense of responsibility, courtesy, tact and the ability to work with people of different national and cultural backgrounds.

Key Expected Results

1. **Reliable and safe driving services for staff and officials.** Drives office vehicles for the transport of UN staff, officials and visitors and delivery and collection of mail, documents and other items, and meeting official personnel and visitors at the airport and may include assisting with basic visa and customs formalities arrangements when required.
2. **Maintenance of assigned vehicle.** Ensures vehicle is kept in good running condition at all times through addressing minor repairs, making arrangements for major repairs, timely changes of oil, check of tires, brakes, water levels and car washing.

3. **Documentation of vehicle related information.** Ensures availability of all the required documents/supplies including vehicle insurance, vehicle registration, vehicle logs, office directory, map of the city/country, first aid kit, and necessary spare parts in the assigned vehicle; keeps track of insurance and other tax formalities

To qualify as an advocate for every child you will have:

- Secondary Education; a valid driver's license and knowledge of local driving rules and regulations.
- Two years of work experience as a driver in an international organization, embassy or UN system with a safe driving record.
- Fluency of the local language of the duty station as well as proficiency in English.

For every Child, you demonstrate:

Our core values of Commitment, Diversity and Integrity and core competencies in Communication, Working with People and Drive for Results.

Functional Competencies:

- Analyzing
- Learning and Researching
- Planning and Organizing
- Following Instructions and Procedures

Follow the link to view our competencies

http://www.unicef.org/about/employ/files/UNICEF_Competerencies.pdf

UNICEF is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization.

Only shortlisted candidates will be contacted and advance to the next stage of the selection process.