



**Individual Contractor (IC) Opening for Drivers
UNSMIL-IC-07/2017 (Open for 07 days)**

Title:	Driver
Level:	3
Duty Station:	Tunis
Section:	Transport Section
Date of Issue:	29 March 2017
Deadline for applications:	06 April 2017
<u>Women candidates are strongly encouraged to apply to the mentioned position</u>	
HOW TO APPLY:	<p>STEP 1: Interested applicants should submit the United Nations Personal History Form (P11 obtainable at the following web site: http://tinyurl.com/unsmil-p11)</p>
	<p>STEP 2: Qualified candidate MUST submit his/her application with all the documents listed in STEP 1 by e-mail to unsmil-hrstaffing@un.org copy to divinep@un.org and MUST include only the JO No. in the subject line of their e-mail (e.g. UNSMIL- IC-07/2017)</p>
Job Description:	<p>Under the direct supervision of the Transport Dispatcher the incumbent will perform the following functions:</p> <ul style="list-style-type: none"> • Inspect vehicles at the start of the shift or movement and after for roadworthiness and fuel; • Secure of any cargo that is to be / being transported; • Ascertain the cleanliness of vehicles; • Familiarize with road safety rules; • Exercise safety and caution at all times; • Protect vehicle from any saboteur when on duty; • Check road maps, conditions of roads, and be aware of alternate routes in case of emergency. Identify the best route and those to be avoided, follow and monitor Security advice both on radio and Outlook; • Undertake advance trips to various places where the VIP is scheduled to travel; • Liaise with relevant individuals for easy access of the VIP to offices/residence of senior Government officials and other diplomats, as needed; • Ensure VIP is safe whenever travelling in all areas; • Drive staff members safely to various destinations as required; • Assist in collecting and delivering documentation to and from UN agencies, local authorities, NGOs and other concerned government offices;



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	<ul style="list-style-type: none"> • Assist in duplication of documents and responsible for their distribution to respective UN agencies; • Liaise with Dispatch Supervisor on issues relating to the maintenance of Unit vehicles including daily entries in vehicle log books and ensures that vehicles are cleaned and fuelled; • Assist with messenger duties that may be required by the Supervisor; • Perform minor mechanical repairs on vehicles as required; • Be able to work on shifts occasionally as required by the supervisor; • Carry out any other duties assigned by the Dispatch Supervisor.
	<p>Professionalism: Demonstrates ability to drive commercial patterned vehicles. Ability to review alternative routes and select 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.</p>
	<p>Communication: Good communication and customer relations skills.</p>
	<p>Commitment to Continuous Learning: Willingness to keep abreast with new developments in the field.</p>
	<p>Technological awareness: Knowledge of developments in vehicle transport technology.</p>
	<p>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.</p>
Qualifications:	<p>Education: High school diploma</p> <p>Experience: A minimum of (2) year's relevant experience in a similar field and second-class driving license. Ability to drive commercial patterned vehicles, review alternative routes and select most efficient ones and a good knowledge of local policies and road traffic regulations is desirable.</p> <p>Language: Fluency in spoken and written English and Arabic.</p>



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<p>Additional information:</p>	<p>Due to the high volume of applications received, ONLY those applicants who are short-listed will be notified.</p> <p>Successful applicants will be included in a list of pre-approved suitable candidates that may be considered for hiring based on the operational requirements of the Mission.</p> <p><u>Incomplete applications or applications received after the deadline will not be considered.</u></p> <p>The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.</p>
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