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## JOB OPENING

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Functional Title & Level:	Driver (GS-3)
Duty Station:	Multiple
Posting Period:	16 – 30 August 2017
Job Opening Number:	MINUJUSTH-GJO-2017-002

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### Special Notice

The purpose of this job opening is to generate a roster of qualified and available candidates to fill anticipated job openings for the **Driver (GS-3)** positions. The entire assessment process takes approximately two months; candidates who are successful in the assessment process will be placed on the roster and will be notified accordingly. Candidates who are not successful during the assessment will not be placed on the roster. They will be notified at a later stage. Placement on the roster does not guarantee selection. Start date of these positions is subject to the availability of funding source.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply. Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

All interested candidates should submit their Personal History Profile (PHP) and copies of their educational diploma/certificates and employment records via email at [minujsth-recruitment@un.org](mailto:minujsth-recruitment@un.org). Blank PHP and supplementary sheets are available at the MINUSTAH Bulletin Board and at the MINUSTAH website <https://minustah.unmissions.org/offres-demploi>.

**Important:** For ease of reference, please include the functional title and the job opening number indicated above in the subject of your e-mail.

### Organizational Setting and Reporting

These positions are located in United Nations Mission for Justice Support in Haiti, (MINUJUSTH). The **Driver (GS-3)** typically reports to the Chief of Section or, Chief of Unit, though this may vary depending on the mission structure and location of these post.

## Responsibilities

These duties are generic and may vary depending on the specific position location.

- Drives vehicles safely for the transport of authorized personnel and for the transport of general cargo goods.
- Collects and delivers of mail, documents, and other items.
- Meets official personnel at the airport.
- Deals effectively and tactfully with officials and visitors.
- Takes care of the day-to-day maintenance of the assigned vehicles, check oil, water, battery, brakes, tires, etc.; perform minor repairs and arranges for other repairs and ensures that vehicle is kept clean.
- Performs VIP and Standby Driver duties.
- Assists the workshop in the preparation of trucks for field trips, such as changing wheels, cleaning air filters, and general check-over.
- Logs fuel consumption, maintenance etc.
- Ensures that the steps required by rules and regulations are taken in case of accident.
- Acts as a team lead; assigns tasks/ shifts to junior drivers.
- Makes deliveries of parcels, documents, between the office and other offices and institutions, e.g.
- Ministries, Embassies, Permanent Missions, etc.
- 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.
- Performs other duties as assigned.

## Competencies

- **Professionalism:** Shows pride in work and achievements; demonstrates professional competence and mastery of subject matter; 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **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.
- **Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and

anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

## **Education**

High school diploma or equivalent. Driver training with a valid driver's license.

## **Work Experience**

A minimum of two (2) years of progressively responsible experience in provision of driver services. Experience as a driver with a safe driving record. 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, passenger van.

## **Languages**

English and French are the working languages of the United Nations. For the post advertised, fluency in oral and written English or French, both oral and written, is required. Working knowledge of the other language is desirable.

## **Assessment**

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