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# MINUSTAH TEMPORARY JOB OPENING

## Internal / External

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<b>Job Title &amp; Level:</b>	<b>Light Vehicle Driver GL-3 (3 positions)</b>
<b>Department/Office:</b>	<b>MINUSTAH- SECURITY SECTION</b>
<b>Location:</b>	<b>PORT-AU-PRINCE, HAITI</b>
<b>Posting Period:</b>	<b>04 – 11 April 2017</b>
<b>Job Opening Number:</b>	<b>MINUSTAH-TJO-2017-N015</b>

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**UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY**

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### **Special Notice**

The United Nations Stabilization MINUSTAH invites all interested and qualified candidates to apply for the announced job opening. All interested candidates should submit their Personal History Profile (PHP) and copies of their educational diploma/certificates and employment records to Recruitment & Career Development Unit (RCDU) via email at [minustah-recruitment@un.org](mailto:minustah-recruitment@un.org). Blank PHP and supplementary sheets are available at the MINUSTAH Bulletin Board for Internal Candidates and at the MINUSTAH website (<http://minustah.unmissions.org/offres-demploi>) for external candidates. Attachments/file size bigger than 10 MB should be sent in batches.

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

### **Org. Setting and Reporting:**

The position is located in the office of Close Protection Unit, Security Section in Port-au-Prince.

### **Responsibilities**

Under direct supervision of the Close Protection Unit Supervisor and within delegated authority, the Light Vehicle Driver at this level will be responsible for the following duties:

- Operate the UN vehicles in a safe and effective manner in order to minimize the risk of injury, property damage or loss of life;
- Drive the Light weight and armored UN vehicles in an efficient way according to all relevant legislation, policies and procedures;
- Perform daily checks; engine oil, radiator water, light, tires and etc.
- Clean the UN vehicle as scheduled and/or required;
- Ensure the vehicle is safely and securely parked;
- Advise the supervisor of any requirements for maintenance or repairs;
- During some operation require to drive for long distances;
- Report to a supervisor any incidents encountered on the road;
- Monitor road conditions and watch for traffic congestion;
- Follow all applicable traffic laws;
- Inspect the vehicle before and after the trip and record any defects found;
- Follow the accident procedures if an accident occurs;
- Report serious mechanical problems to the appropriate personnel / workshop;
- Take special precautions while driving;
- Drive and behave at all time with discipline, respect and discretion manner either driving the UN vehicles or in while on other assigned duty; Understand risk/mitigation

risk, critical thinking, judgment and decision making; active learning; time management; self-control; integrity; adaptability/flexibility.

- Perform tactical driving skills in connection with Close Protection Operations.
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- Performs other duties as assigned

## Competencies

**Professionalism:** Perform a professional threat/ vulnerability assessment; 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.

Sound knowledge of local roads and area, knowledge of truck and equipment safety, knowledge of scheduling system and procedures, knowledge of record keeping system, knowledge of equipment cleaning standards and procedure, an understanding of the UN cultural environment.

**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.

**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.

## Education

High School Diploma is required. Valid national driving license is required.

## Work Experience

At least two (2) years of driving experience with a safe driving record and security knowledge is required; armored driver experience with private organizations, embassy, UN system or similar international organization is desirable.

**Languages:** English and French are the working languages of the United Nations Secretariat. Fluency in English and French is required. Knowledge on other UN official language is highly desirable.

## Other skills

GPS management/tracking; CPR & First Aid- critical Injury; evacuation and contingency; Knowledge and ability to operate office equipment and computer literacy is desirable.