



Internal/External Vacancy Notice

Driver G-2

United Nations High Commissioner for Refugees (UNHCR)

Summary of the position:

Title of the Position: Temporary Appointment - Driver

Category & Level: General Service, G2

Location: UNHCR Representation in Sofia, Bulgaria

Effective date: 01 June 2022

Duration: for a period of six months

Closing Date: 26 May 2022

Qualifications

Essential minimum qualifications, professional experience and required competencies:

- Education & Professional Work Experience:

For G2D - 2 years relevant experience with Completion of Primary Education or High School Diploma or higher

- Language Requirements:

Working knowledge of English, Bulgarian languages is required.

- **Certificates and/or Licenses**

*Driving Licences;

(Certificates and Licenses marked with an asterisk* are essential)

- **Relevant Job Experience**

Essential

Driving licence, knowledge of driving rules and regulations.

- Functional Skills:

* DV-Driving Rules and Regulations;

DV-Basic Vehicle Mechanical Skills;

(Functional Skills marked with an asterisk* are essential)

Organizational Context

The Driver in the UNHCR Office is normally supervised directly by the Administrative Officer/Associate/Assistant or another staff member when the scale of the Operation so require it. Besides driving, the incumbent is responsible for up keep and maintenance of the assigned UNHCR vehicle(s) as per technical guidance and specifications established by the Organisation. S/he is required to follow strict instructions and security guidance provided by the supervisor. While the basic function of a driver is to drive the official vehicles of UNHCR, s/he may be called upon to perform minor maintenance and repair of UNHCR vehicles.

The Driver has regular contacts with staff within the UNHCR Office and with others (including Partners, government authorities, etc.) outside UNHCR involving a limited exchange of information.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

Functional Statement

Duties:

- Drive UNHCR vehicles for the transport of authorized passengers, deliver, and collect documents and other items.
- Meet official personnel at airports or other locations and facilitate immigration and customs formalities as required.
- Perform day-to-day maintenance of the assigned vehicles; check oil, water, battery, brakes, tires, etc. and ensure that the assigned UNHCR vehicles are road or waterway worthy and maintained up to the established security standards.
- Perform minor repairs, arrange for other repairs, and ensure that the vehicle is kept clean.
- Ensure that the steps required by rules and regulations, or other local procedures, are taken in case of involvement in an accident.
- Log official trips, daily mileage, gas consumption, oil changes, greasing, etc.
- Ensure that instructions and security guidance provided by the supervisor and security focal point are strictly followed.
- Ensures valid documentation for passengers, items or cargo in vehicle.
- Perform other related duties as required.

*There is a lien to this position.

Contract and Remuneration

Temporary Appointment for an initial period of six months.

Remuneration as per UNHCR Staff Rules and Regulations. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>

Eligibility and Applications

Internal candidates

General Service Staff members currently serving at the duty station where the vacancy exists, who have been appointed through the AC process and have indefinite or Fixed Term appointment. Interested staff members should consult the Policy and RALS.

External candidates must be legally present in Bulgaria.

Interested candidates are invited to apply only online through the following link:

DIRECTIONS:

1. Select the link to access our careers site.
2. Sign In to access your account or if you are not an existing user select the New User link to create one.
3. Review the job description and select the Apply button to begin your application.

https://public.msrp.unhcr.org/psp/RAHRPRDX/EMPLOYEE/HR/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?Page=HRS_APP_JBPST&Action=U&FOCUS=Applicant&SiteId=2&JobOpeningId=36843&PostingSeq=1

If you are a current employee of our organization please use the following link instead:

https://public.msrp.unhcr.org/psp/RAHRPRDX/EMPLOYEE/HR/c/HRS_HRAM_EMP.HRS_APP_SCHJOB.GBL?Page=HRS_APP_JBPST&Action=U&FOCUS=Employee&SiteId=2&JobOpeningId=36843&PostingSeq=1

Only shortlisted candidates will be notified. Shortlisted candidates may be required to sit for a test. No late applications will be accepted. UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).