

VACANCY ANNOUNCEMENT No 2010/01/109

Date: 25 Jan 2010

Post Title:	Driver
Organizational Unit:	Operations
Type of Appointment:	Service Contract
Grade/level:	SB1/3
Number of post	Four (4)
Duration:	One year renewable
Duty Station:	Kabul- Afghanistan

Closing date: 7 Feb 2010

Organizational Values and Principles:

UNIFEM is dedicated to advancing gender equality and women's human rights in Afghanistan. Staff and consultants of UNIFEM Afghanistan are expected to contribute to a professional working environment in which the strengthening of national capacities and human potential is prioritized. Respect for diversity and human dignity is required, as is the active pursuit of a collaborative and inclusive approach to both internal and external stakeholders, including colleagues and partners.

Duties and responsibilities:

Under the direct supervision of the Operations Manager in coordination with Administrative Associate, the Driver provides reliable and safe driving services ensuring high accuracy of work. 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.

The Driver provides driving services to the operations and programme staff in the CO, consultants and experts and UN staff on mission.

Functions/Key Results Expected:

- Operates vehicles on official and approved non-official duties in a safe and efficient manner.
- Follows the security rules and regulations of UNIFEM/UNDP to help ensure the safety of staff and vehicle.
- Responsible for day-to-day maintenance of the assigned vehicle, checking oil, water, battery, brakes, tires, lights, horn, cultch, wind shield wiper, etc.

- Completes log sheet for each trip made, daily mileage, gas consumption, oil change, servicing, greasing, repairs, etc.
- Meets/drives staff and visitors at/to the airport upon arrival and departure.
- Ensures that all immediate actions required by rules and regulations are taken in case of involvement in accidents.
- Performs minor repairs and arranges for major repairs and to ensure that the vehicle is kept clean and in good condition.
- Assumes some messenger duties for delivery/collection of urgent mail.
- Keeps abreast of road and traffic regulations.
- Any other appropriate duties as may be assigned.

Qualification:

- High school. Valid driving license.
- Two years of progressively working experience as driver, with UN or an international development organization.
- Safe driving record
- Knowledge of driving rules and regulations and skills in minor vehicle repair.
- Knowledge of UN security regulations and operating VHF radio will be an asset
- Excellent communication skills in Dari and Pashtu; basic communication of English language is required

Submission of Application

The application process comprises a one-page cover letter explaining the interest and suitability for this position as well as CV. Testing and interviewing will follow for short-listed candidates. Interested *Afghan nationals* should submit their application in writing (clearly indicating on the sealed envelope the vacancy announcement number) to:

UNIFEM office, UNDP Compound, Opposite of Turkish Embassy, Shar-e-Naw, Kabul.

Or e-mail their application (indicating on the subject line the VA number and the title of the position applied for) to: registry.unifem.af@unifem.org

Please note that applications received after the closing date (i.e. 7 Feb 2010) will not be given consideration. Only short-listed candidates whose applications respond to the above criteria will be contacted for a test and interview.