



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

The Iraq Operation of the United Nations High Commissioner for Refugees (UNHCR) in Iraq invites qualified candidates to apply for the following vacancy:

Title: Driver – GL2 (2 Posts)

Date of Issue: 13 February 2012

Duty Station: Iraq – Erbil

Deadline for applications: 26 February 2012

Major Duties and Responsibilities:

The incumbent will undertake the following responsibilities under the direct supervision of the Head of Erbil Sub Office :

1. Drives office vehicles for the transport of authorized personnel and delivery and collection of mail, documents and other items.
2. Meets official personnel at the airport and facilitates immigration and customs formalities as required.
3. Responsible for the day-to-day maintenance of the assigned vehicle, checks oil, water, battery, brakes, tires, etc., performs minor repairs and arranges for other repairs and ensures that the vehicle is kept clean.
4. Logs official trips, daily mileage, gas consumption, oil changes greasing, etc.
5. Ensures that the steps required by rules and regulations are taken in case of involvement in accident.
6. Performs other duties as required.

Essential qualifications, knowledge and experience:

- **Education:**
Driving license, knowledge of driving rules and regulations and skills in minor vehicle repair.
- **Personal qualities:**
 - ◆ Highly motivated with strong interest in humanitarian work, dynamic and energetic with strong personality to manage work pressure.
- **Skills and Experience:**
 - ◆ Minimum 2 years of years of previous relevant job experience.
 - ◆ Communication skills
 - ◆ Mechanical skills
- **Languages:**

Good knowledge of the local language and knowledge of the working language of the duty station.

Interested applicants should forward the UN history form (P-11) with a covering letter in English explaining their interest in the position to:
e-mail: irqbaadm@unhcr.org

Please indicate the post title you are applying for.

Only short-listed applicants will be contacted, and engagement is needed immediately.