

FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY
UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT

Vacancy Notice No. IRQ/MOFTA/2020/022

Title of Post	Driver	Category/grade	General Service, G2
Post Number	10027250	Type of contract	Fixed-term appointment
Location	Mosul, Iraq	Date of Issue	15 September 2020
Effective date of assignment	As soon as possible	Closing Date	28 September 2020

Organizational Setting and Work Relationships:

The Driver in the UNHCR Sub Office Mosul will be directly supervised by the Field Security Officer Office. Besides driving, the incumbent is responsible for upkeep and maintenance of the assigned UNHCR vehicle(s) as per technical guidance and specifications established by the Organization. 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.

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 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.

Functional Skills:

- * DV-Driving Rules and Regulations;
- DV-Basic Vehicle Mechanical Skills;

(Functional Skills marked with an asterisk* are essential)

Competency requirements:

All jobs at UNHCR require six core competencies and may also require managerial competencies and/or cross-functional competencies. The six core competencies are listed below.

Core Competencies:

- Accountability;
- Communication;
- Organizational Awareness;
- Teamwork & Collaboration;
- Commitment to Continuous Learning;
- Client & Result Orientation.

Cross-Functional Competencies:

- Technological Awareness;
- Analytical Thinking;
- Planning and Organizing.

Education and Professional Work Experience and Languages:

- 2 years relevant experience with Completion of Primary Education or High School Diploma or higher;
- Knowledge of English and local language.

Relevant Job Experience:

Essential:

- Driving licence, knowledge of driving rules and regulations.

Desirable:

- Experience acquired while working for the UN or other international organisation;
- Knowledge of road in Northern Iraq, specifically Ninewa & KR-I

Certificates and/or Licenses:

- *Driving Licences.
- SSAFE certificate
- AV (armed vehicle) certificate;

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

Eligibility:

Internal candidates:

Interested staff members should consult the Administration Instructions on Recruitment and Assignment of Locally Recruited Staff (RALS) (UNHCR/AI/2020/1/Rev.1). If you have questions regarding your eligibility, you may also contact the HR Unit.

An applicant who has internal status is:

- Current GS staff members holding an indefinite or fixed-term appointment who, at the date of the deadline for application, are serving in the country of the vacancy at the grade of the position or one grade below or above.
- Current 19 locally recruited UNHCR staff members holding a temporary appointment.
- Former locally recruited UNHCR staff members who held an indefinite or fixed-term appointment (within 2 years of separation for males and 5 years for females).
- National United Nations Volunteers currently working for UNHCR.
- National UNOPS and individual contractors currently working for UNHCR.
- Current GS staff members holding an indefinite or fixed-term appointment applying to a position in the same category two grades above the staff member's personal grade.
- Current UNHCR staff members in the International Professional category holding an indefinite or fixed-term appointment.
- Current UNHCR staff members in the NPO category holding an indefinite or fixed-term appointment.
- Current locally recruited female staff members from other UN system Organizations holding the equivalent of an indefinite or fixed-term appointment.

External candidates:

External candidates must meet the essential minimum requirements of the position and candidates not citizens of the country must comply with all eligibility requirements for employment in line with the prevailing legislative prerequisites in the country.¹

Remuneration:

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>

Submission of Applications:

Interested applicants should apply through the provided link <https://www.unhcr.org/iraq-jobs>, attaching the new personal history form (external applicants) or factsheets for (Internal applicants) with a covering letter in English explaining their interest in the position.

Kindly note that only electronic applications submitted through the website will be considered.

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

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.

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¹ Completed and relevant university education can count as maximum 50% of the required years of work experience.