

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN
UNAMA

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VACANCY ANNOUNCEMENT # 280/08/2009

Title:	Driver
Number of the post:	Two
Type of contract:	Fixed Term Appointment
Category:	General Services (Local)
Duty station:	Herat
Unit/Section:	Transport
Issuing date:	11 August 2009
Closing date:	25 August 2009

Under the overall supervision of Regional Administrative Officer and direct guidance and supervision of the Transport supervisor, the incumbent will be performing the following duties:

Duties:

- Drives office vehicle safely for the transport of authorized personnel;
- Delivers and collects official mail, and other items;
- Meets official visitors/personnel at airport and facilitates immigration and customs formalities as required;
- Takes care of day-to-day maintenance of the assigned vehicle, checks oil, battery, water, brakes and tires etc.;
- Performs minor repairs of the assigned vehicle
- Ensures that the assigned vehicle is clean and road worthy;
- Logs official trips, daily mileage, fuel consumption, oil changes, greasing etc.;
- Ensures that the steps required by rules and regulations are taken in case of involvement in an accident;
- Drives all types of passenger vehicles belonging to UNAMA.
- Performs other transport related duties as required.

Competencies:

Planning and Organizing: Ability to deliver the assignments in a timely manner.

Communication: Effective oral communication skills. Teamwork: good interpersonal skills; ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Works collaboratively with colleagues to achieve organizational goals.

Accountability: Deliver outputs for which one has responsibility within prescribed time, cost and quality standards.

Qualifications:

Education: High School Diploma, knowledge of driving rules and regulations, must be in the possession of valid driver's license.

Experience: Minimum of two to three years of experience as a driver with safe driving record with a Governmental Institutions and/or reputable organization.

Language: Fluency in English as well as Dari and Pashtu.

Other Skills: Driving skills and a valid driving license is essential, Knowledge of chauffeur courtesies, Skills in minor vehicle repair, initiative and discretion.

Application Submission Guidelines:

Applicants meeting the above qualifications are requested to submit the following only:

- A one-page Covering Letter expressing your interest/ suitability for this Post
- Curriculum Vitae (CV) & the P-11
- Copy of High School Diploma
- & a copy of NID – Tazkira

If you are sending your applications in Hard Copies, please address them to:

Personnel Section, UN Operation Centre in Afghanistan (UNOCA), Jalalabad Road, Kabul, Afghanistan,

OR

UNAMA Herat Regional Office

If you are sending your applications in Soft Copies, please Email your application to: unamava_support@un.org