

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN
UNAMA

Tel: +1-212-963-2668
Fax: +1-212-963-2669

VACANCY ANNOUNCEMENT # 249/07/2009

Title:	Driver
Number of the post:	Three (3)
Type of contract:	Fixed Term Appointment
Category:	General Services (Local)
Duty station:	Panjshir
Unit/Section:	Transport
Issuing date:	11 August 2009
Closing date:	30 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 – Central Regional Office, House # 25-27 (Opp. Netherlands Embassy), Street Masjid Anzala, Klola Pushta /Shar-e- Now, Kabul, Afghanistan

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