

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN
UNAMA

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VACANCY ANNOUNCEMENT # 164/05/2009

Title:	Driver
Number of the post:	One
Type of contract:	Appointment of Limited Duration (ALD)
Category:	General Services (Local)
Grade:	GSL-2
Duty station:	Kandahar
Unit/Section:	Transport
Issuing date:	20 May 2009
Closing date:	03 June 2009

Under the direct supervision of Motor Transport Officer and general supervision of the Regional Administrative Officer, the incumbent will perform the following duties:

Duties:

- Drives office vehicle safely for the transportation 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 accidents;
- 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 years of experience as a driver with safe driving record with a Governmental Institutions and/or reputed organization.

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

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

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

Note: We request that you kindly review the VA carefully to check that you are meeting the minimum requirement for the post, and then apply and You are requested not to attach any other extra documents like experience certificates etc. Only those applications will be reviewed that clearly indicate the vacancy number and the Job Title in the email subject line; if the application is being sent via email or on the envelope; if it is being sent in hard copies.

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

**Personnel Section, National Staff Unit, United Nations Operations Center in Afghanistan
(UNOCA), Jalalabad Road, Kabul, Afghanistan,**

OR

UNAMA Kandahar Regional Office

If you are sending your applications in Soft Copies, please Email your application to:

unamava_support@un.org