



**United Nations Assistance Mission for Afghanistan (UNAMA)**  
**INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT**

|                            |                              |
|----------------------------|------------------------------|
| <b>Vacancy No.</b>         | <b>22/06/2019</b>            |
| <b>Post Title</b>          | <b>Driver</b>                |
| <b>Level</b>               | <b>GL-2 (Fixed-Term)</b>     |
| <b>Organizational Unit</b> | <b>Transport Unit</b>        |
| <b>Location</b>            | <b>Kandahar Field Office</b> |
| <b>Number of posts</b>     | <b>01</b>                    |
| <b>Issuing Date</b>        | <b>13/06/2019</b>            |
| <b>Closing Date</b>        | <b>27/06/2019</b>            |

**Important note:** UNAMA will only accept properly completed and signed Personal History Form (P.11) received before closing date. **CVs or Resumes** will not be considered nor will late submissions after closing date.

**DUTIES AND RESPONSIBILITIES**

Incumbents report administratively to the supervisor of the unit. Duties include the following:

- Drives UNAMA vehicles safely for the transportation of authorized personnel;
- Delivers and collects official mail, documents, supplies and other items;
- Assists with the day-to-day maintenance of the Kandahar vehicle fleet. Carries out daily checks: oil; battery; water; brakes and tyres etc;
- Undertakes minor repairs of the assigned vehicles, when required;
- Ensures all assigned vehicles are fully fueled, clean and road worthy;
- Records official trips, daily mileage, fuel consumption, oil changes, greasing etc;
- Reports all vehicle damage, mechanical and electrical faults to the transport officer;
- Ensures compliance with UN rules and regulations in cases of accidents and/or incidents;
- Ensures compliance with the UN rules and UNAMA security directives /procedures governing road mission convoys;
- Performs other duties as assigned.

**QUALIFICATIONS AND EXPERIENCE**

**Education:** High school diploma or equivalent. Driver training with a valid driver's license.

**Work Experience:** A minimum of one (1) year of progressively responsible experience in provision of driver services. Experience as a driver with a safe driving record. Experience in driving a variety of makes and models of vehicles, light passenger vehicles, sedans, heavy and light 4x4 sports utility vehicles (SUV's), ambulances and pick-up trucks, cargo and passenger van.

Previous work experience as a driver with UNAMA is desirable.

Valid National driving license is required.

**Languages:** Fluency in written and oral English and Pashtu/Dari is required.

**UN CORE VALUES AND COMPETENCIES**

**Professionalism:** Shows persistence when faced with difficult problems or challenges. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

**Integrity:** Demonstrates the values of the United Nations in daily activities and behaviours; acts without consideration of personal gain; resists undue political

pressure in decision-making; does not abuse power or authority; stands by decisions that are in the Organization's interest, even if they are unpopular; takes prompt action in cases of unprofessional or unethical behavior.

**Respect for Diversity:** Works effectively with people from all backgrounds; treats all people with dignity and respect; treats men and women equally; shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making; examines own biases and behaviors to avoid stereotypical responses; does not discriminate against any individual or group.

**Communication:** Speaks and writes clearly and effectively. Listens to others, correctly interprets messages from others and responds appropriately. Asks questions to clarify, and exhibits interest in having two-way communication. Tailors language, tone, style and format to match the audience. Demonstrates openness in sharing information and keeping people informed.

**Client Orientation:** Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view. Establishes and maintains productive partnerships with clients by gaining their trust and respect. Identifies clients’ needs and matches them to appropriate solutions. Monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems. Keeps clients informed of progress or setbacks in projects. Meets timeline for delivery of products or services to client.

## APPLICATIONS

- **Applicants are reminded that the United Nations cannot appoint a person who is the father, mother, son, daughter, brother or sister of a staff member. For this reason, applicants are required to disclose at the time of their application, whether they bear any of the above relationships to a staff member of UNAMA or any other UN entity which is part of the Secretariat. In addition, selected candidates would be required to complete a family declaration form prior to assuming their duties with the Mission. Failure to disclose any of the above relationships constitutes a material omission, that could lead to termination or dismissal from the United Nations.**
- Applicants must accurately complete, sign and date the United Nations Personal History form (P.11) and forward the duly completed signed P.11 copy by e-mail to: [unamava\\_kandahar@un.org](mailto:unamava_kandahar@un.org)
- **Required documents:** Serving UN staff members: The two most recent e-Performance Evaluation Reports must be submitted with the application.
- **For External applicants:** Two most recent performance evaluation reports or if not available, two reference letters. If the applications received do not contain the latest two performance evaluation reports candidates must provide a short explanation as to why they are not available.
- **Applicants should indicate VA Number as VA#22/06/2019 in the email subject line when submitting duly completed and signed P.11 Form. UNAMA will not consider any applications received without VA Number in the email subject line and after the closing date of the VA. Incomplete P.11 will not be accepted.**
- Please note that any information provided on the P.11 form will be considered binding.
- **The selected candidates will be subject to a reference checks process to verify the information provided in the P.11 form.**
- Only applicants who are short-listed will receive an acknowledgement within two weeks from the deadline indicated on the VA.

**Qualified female candidates are highly encouraged to apply**

The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.