



# UNITED NATIONS ASSISTANCE MISSION IN SOMALIA (UNSOM)



UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY  
THIS POSITION IS OPEN TO SOMALI NATIONALS ONLY AND DOES NOT HAVE INTERNATIONAL BENEFITS  
FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY

**DEADLINE FOR APPLICATIONS:** 19 OCTOBER 2017  
**DATE OF ISSUANCE:** 20 SEPTEMBER 2017  
**FUNCTIONAL TITLE:** DRIVER  
**LEVEL:** GL-2  
**SECTION:** REGIONAL AND LIASION OFFICE  
**LOCATION:** BELETWEYNE  
**DURATION OF CONTRACT:** ONE (1) YEAR FIXED TERM  
**VACANCY ANNOUNCEMENT NUMBER:** UNSOM/RLO/028/2017

## Special Notice:

This position is funded for an initial period of one year, extension of appointment will be subject to budgetary approval. Appointment against this post is on a local basis. The candidate is responsible for any travel expenses incurred in order to take-up the appointment. All applicants are strongly encouraged to apply on-line as soon as possible after the job opening has been posted and well before the deadline stated in the job opening.

Interested applicants who are working with UN Contractors must fulfil the obligations of their contracts with the Contractors in order to be eligible to apply for this vacancy.

## Organizational Setting and Reporting Relationships:

This position is located in the United Nations Assistance Mission in Somalia (UNSOM) Regional and Liaison Office in Beletweyne. The incumbent will report to the Deputy Head of Office.

## Responsibilities:

Within the delegated authority, a light vehicle driver at this level is responsible for the following duties:

1. Drives light vehicles safely for the transport of authorized personnel and for the transport of general cargo goods.
2. Collects and delivers parcels, documents, etc., between offices and institutions.
3. Takes care of the day-to-day maintenance of the assigned vehicle, check oil, water, battery, brakes, tires, etc.,
4. Performs minor repairs and arranges for other repairs and ensures that the vehicle is kept clean.
5. Logs official trips, daily mileage, gas consumption, oil changes, greasing, etc.
6. Ensures that the steps required by rules and regulations are taken in case of involvement in an accident.
7. Meets official personnel at the airport.
8. Performs other duties as assigned.

## Competencies:

**Professionalism:** 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; remain calm in stressful situations.

**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.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

## Qualifications:

**Education:** High school diploma or equivalent. Valid driver's license.

**Experience:** A minimum of one (1) year 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.

**Language:** English and French are the working languages of the United Nations Secretariat. For this position, fluency in English and Somali (both oral and written) is required. Knowledge of other United Nations language is an advantage.

## Assessment Method:

Evaluation of qualified candidates will include an assessment exercise which will be followed by competency-based interview.

## How to Apply:

Qualified candidates may submit their applications including their United Nations Personal History form (P.11) to the address mentioned below on or before the deadline. The P.11 is on the <https://unsos.unmissions.org/jobs>. Applications submitted after the deadline 19 October 2017 will not be accepted. Curriculum Vitae (CVs) will not be accepted.

Email: [recruitment-unsoa@un.org](mailto:recruitment-unsoa@un.org)

Please quote, Vacancy Announcement Number and Functional Title in the subject of the e-mail.

Kindly attach a copy of P11, valid driver's license, Passport and or National Identification Card. These are required as part of your application for consideration of eligibility. Please note Criminal Investigation Department (CID) and National Intelligence and Security Agency (NISA) certificates are required at a later stage of the recruitment process.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs.

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING).