United Nations Population Fund (UNFPA) is pleased to announce the following vacancy:

**VACANCY NO:** VA-CO-2016-05-09

**OPENING DATE:** 9 May 2016

**CLOSING DATE:** 23 May 2016

**POST TITLE** Driver

**NUMBER OF POSITION** 1 (ONE)

**CATEGORY** SB1/3 (Service Contract)

**DUTY STATION** UNFPA Kabul, and with travel to provinces

**DURATION** For one year with possibility of extension with three months probationary period

1. **Organizational Location**

   The post of Driver is located in Central Statistics Office and reports to the Census Technical Advisor.

2. **Job Purpose**

   The Driver provides reliable and safe driving services to UN officials and visitors ensuring the highest standards of discretion and integrity, sense of responsibility, excellent knowledge of protocol and security issues. The Driver also demonstrates a client-oriented approach, courtesy, confidentiality, tact and ability to work with people of different national and cultural backgrounds. Additionally, s/he drives the office vehicle for transporting authorized personnel and delivery/collection of mail, documents and other items for the UNFPA office.

3. **Major Activities/Expected Results**

   - Drives for UN officials and staff. Ensures provision of reliable and safe driving services by a) driving office vehicles for the transport of UN staff, officials and visitors and delivery and collection of mail, documents and other items, and b) meeting official personnel and visitors
at the airport including visa and customs formalities arrangement when required.

- Ensures cost-savings through proper use of vehicle through accurate maintenance of daily vehicle logs, provision of inputs to preparation of the vehicle maintenance plans and reports.

- Ensures proper day-to-day maintenance of the assigned vehicle through timely minor repairs, arrangements for major repairs, timely changes of oil, check of tires, brakes and water levels, car washing, etc so that the vehicle is kept clean and in good running condition at all times.

- Ensures proper use of vehicle maintenance plans and assistance in preparing vehicle history report.

- Ensures availability of all the required documents/supplies including vehicle insurance, vehicle registration, vehicle logs, office directory, map of the city/country, first aid kit, and necessary spare parts in the assigned vehicle.

- Keeps track of insurance and other tax formalities

- Ensures that the steps required by rules and regulations are taken in case of involvement in an accident.

- When necessary, translates in local language for the head of the office and/or official personnel using the car.

- Assists office staff in filing, photocopying and maintaining stores when required. Assists in the mailing and distribution of newsletters and publications and arranges to pay office telephone and other bills, as required.

- Performs other tasks as assigned by the supervisor.

4. **Work Relations**

Internal contacts with UNFPA staff and visiting officials. Collaborates with other drivers in the office.

External contacts relate to pick-up and deliveries and arrival/departure formalities. May collaborate with other UN Agency Drivers for major functions. Interacts with national and international partners in carrying out his/her duties.

5. **Job Requirements**
Education:

- Completed Secondary Level education.

Knowledge and Experience:

- Valid driver’s license.
- Three years work experience as a driver in an international organization, embassy or UN system with a safe driving record.
- Knowledge of driving rules and regulations, chauffeur protocol and courtesies, and local roads and conditions.
- Skills in minor vehicle repairs.

Required Competencies:

1) Core Competencies: See diagram on next page
2) Functional competencies:

**Knowledge Management and Learning**
- Shares knowledge and experience
- Provides helpful feedback and advice to others in the office

**Development and Operational Effectiveness**
- Demonstrates excellent knowledge of driving rules and regulations
- Demonstrates excellent knowledge of protocol
- Demonstrates excellent knowledge of security issues

**Leadership and Self-Management**
- Focuses on result for the client
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humored even under pressure
- Responds positively to critical feedback and differing points of views

**Languages:**
- Fluency in English, Dari and Pashto is required

**Submission Guidelines:**

Interested **Afghan Nationals** may send the completed United Nations Personal History form (P-11) by e-mail along with an application letter to the e-mail address: recruitment.afg@unfpa.org

UNFPA reserves the right to appoint at the indicated or lower level and prior to the closing date. We will only be able to respond to those applicants in whom UNFPA has a further interest.