



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

<b>VACANCY NO:</b>	<b>VA-CO-2021-12-10</b>
<b>OPENING DATE:</b>	<b>28-December-2021</b>
<b>CLOSING DATE:</b>	<b>04-January-2022</b>
<b>POST TITLE:</b>	<b>Driver</b>
<b>NUMBER OF POSITION:</b>	<b>1 (One)</b>
<b>CATEGORY:</b>	<b>Service Contract (SB1)</b>
<b>DUTY STATION:</b>	<b>Mazar – Afghanistan</b>
<b>DURATION:</b>	<b>One year initially with possibility of extension</b>

**The Position:**

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.

**Major Activities:**

- Ensures that the assigned vehicle is well maintained, clean and road worthy;
- Checks the vehicle's condition/requirements and fills in the Vehicle Log Book correctly and completely;
- Ensures that proper maintenance and servicing of the assigned vehicle takes place on day-to-day basis and reports to supervisors on time;
- Drives office vehicle to transport authorized personnel and delivers/collects mail, documents, cargo, pouch and/or other items;
- Makes field trips outside the city including coverts and remote areas;
- Prepares monthly summary of oil consumption and reports to the supervisor;
- Ensures that the steps required by rules and regulations of the organization are taken, in case of involvement in an accident. Report immediately to the supervisor on the any accidents.
- Performs other related duties as and when required.

## **Required Competencies:**

### **Functional Competencies:**

- Innovation and marketing new approaches;
- Client orientation;
- Organizational awareness;
- Job knowledge/Technical expertise

### **Corporate Competencies:**

- Values/Guiding principles;
- Integrity/honesty;
- Working in teams;
- Self-management/Emotional intelligence and conflict management/Negotiating and resolving disagreements;
- Analytical and strategic thinking/Results orientation/Commitment to excellence.

### **Job Requirements:**

- Completion of Secondary Education;
- Familiarity with the UN & International Organizations Rules and regulations;
- Minimum three years of safe driving experience in an international organization or environment;
- At least 2 years driving experience with UN
- Familiarity with the basic mechanical/technical parts of vehicle.
- Armored Vehicle Driving Certificate
- Valid Afghan driving license;
- Familiarity with the location in Provinces of Afghanistan;
- Basic English Language is compulsory;
- Must be familiar with the Afghanistan and International traffic rules and regulations;
- Working experience of UN is preferred;
- Ability to remain focused under pressure with a commitment to work hard and for long hours.

### **Submission Guidelines:**

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