

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)  
INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT  
Vacancy Notice No. 01**

<b>Title of Post</b>	<b>Senior Driver</b>	<b>Category/grade</b>	<b>General Service, G3</b>
<b>Post Number</b>	<b>10033902</b>	<b>Type of contract</b>	<b>Fixed-term appointment</b>
<b>Location</b>	<b>Almaty, Kazakhstan</b>	<b>Date of Issue</b>	<b>09 September 2020</b>
<b>Effective date of assignment</b>	<b>01 October 2020</b>	<b>Closing Date</b>	<b>22 September 2020</b>

**Operational Context:**

The Senior Driver position is placed in MCO Almaty and functions under direct supervision of the Senior Administrative Associate. In addition to the senior driver's duties, the incumbent assists in general office administration, including travel arrangement, VISA support, customs related issues, and delivery of invoices, acts. The incumbent is focal point for sending and receiving of pouches, mails and other office correspondence, and contact person to UNCP management with regards to day-to-day office administration. The incumbent also works with the procurement focal point, assisting him/her in collecting of bids and sourcing of information in a local market.

The Senior Driver has regular contacts with staff within the UNHCR Office and with others (including Partners, government authorities, etc.) outside UNHCR involving limited exchange of information.

**Functional Statement:**

**Accountability**

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

**Responsibility**

- Drive UNHCR vehicle mainly for the Head of Office and other high ranking officials.
- Drive UNHCR vehicles for the transport of authorized passengers, deliver and collect documents, and other items
- Meet official personnel at airports or other locations and facilitate immigration and customs formalities as required.

- Perform day-to-day maintenance of the assigned vehicles; check oil, water, battery, brakes, tires, etc. and ensure that the assigned UNHCR vehicles are road or waterway worthy and maintained up to the established security standards.
- Perform minor repairs and arrange for other repairs and ensure that the vehicle is kept clean.
- Ensure that the steps required by rules and regulations, or other local requirements, are taken in case of involvement in an accident.
- Log official trips, daily mileage, gas consumption, oil changes, greasing, etc. and prepare reports on usage as required.
- Ensures valid documentation for passengers, items or cargo in vehicle.
- In the absence of an interpreter, assist with basic interpretation services.
- Perform other related duties as required

### Essential Minimum Qualifications and Experience:

- 2 years relevant experience with Completion of Primary Education or High School Diploma or higher
- Driving License
- Knowledge of driving rules and regulations.

### Desirable Qualifications & Competencies:

- Knowledge of English and/or UN working language of the duty station if not English

### Required Competencies:

#### **Core Competencies:**

Accountability  
 Communication  
 Organizational Awareness  
 Teamwork & Collaboration  
 Commitment to Continuous Learning  
 Client & Result Orientation

#### **Managerial Competencies:**

Not applicable

#### **Cross-Functional Competencies:**

Technological Awareness  
 Analytical Thinking  
 Planning and Organizing

### Remuneration:

A competitive compensation and benefits package are offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>

### Submission of Applications:

If you wish to be considered for this vacancy, please submit your **signed Personal History Form and updated factsheet (if applicable) to the following e-mail address: [KAZALHR@unhcr.org](mailto:KAZALHR@unhcr.org)** clearly stating the position title, vacancy notice number and your Last Name in the subject line by the closing date.

**No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a driving test and/or oral interview.** UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or any other fees).

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.

*Refugees – who cares? We Do*