



UNHCR JOB DESCRIPTION

(When finalised and approved by the Post Manager(s), e-mail to HQPC00)

Date of Classification ⁽¹⁾: March 2013

(STANDARD)

PART 2A – IDENTIFICATION OF POSITION

Position No:

Position Title: **Driver**

Position Grade: **G-2**

Position Location :

Functional Group⁽¹⁾ : 5.4.a

Supervisor Position No., Title & Grade:

CCOG Code ⁽¹⁾ : 3.C

Job Code ⁽¹⁾ : 000197

Job Profile ⁽¹⁾ : 00000197

(1) To be completed by PCU

PART 2B – POSITION REQUIREMENTS

2.1 ORGANIZATIONAL CONTEXT. *Define the role of the position within the team, describing its leadership role, if any, it's external/internal work relationships or contacts, the contextual environment in which it operates and the scope of supervision received, and where applicable, exercised by the incumbent.*

The Driver position in the Office normally falls under direct supervision of the Administrative Officer/Assistant. The incumbent is responsible for up keep and maintenance of the assigned UNHCR vehicle(s) as per technical guidance and specifications established by the organisation. He/She is required to follow strict instructions and security guidance provided by the supervisor. While basic function of a Driver is to drive the official vehicles of UNHCR, he/she may be called upon to perform minor maintenance and repair of UNHCR vehicles.

The incumbent has regular contacts with staff within UNHCR office and with service providers outside UNHCR involving a limited exchange of information.

2.2 FUNCTIONAL STATEMENT. *Describe the accountabilities, responsibilities and authorities associated with the position.*

Accountability (*key results that will be achieved*)

- Assigned UNHCR vehicles are properly maintained and equipped as per technical guidance and specifications established by the Organisation.
- Local traffic rules and regulations are strictly observed.
- Instructions and security guidance provided by the supervisor and security focal point are strictly followed by the Driver and the passengers during the journey.

Responsibility (*process and functions undertaken to achieve results*)

- Drive UNHCR vehicles for the transport of authorized passengers and delivery and collection of mail, documents, UNHCR pouch and other items.
- Meet official personnel at the airport 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 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 are taken in case of involvement in accident.
- Log official trips, daily mileage, gas consumption, oil changes, greasing, etc.
- Perform other related duties as required.

Authority (*decisions made in executing responsibilities and to achieve results*)

- Drive the vehicle only when his/her safety or security is not at risk.
- Ask the passenger about the destination of the journey and route.
- Decline to drive passengers not authorized to be in a UNHCR vehicle.

2.3 REQUIRED COMPETENCIES, which illustrate behaviours that are essential to achieving deliverables described above, and that are critical to successful performance. All jobs require the staff to abide to the Values and Core competencies of UNHCR. Where applicable, select a maximum of six Managerial and three Cross-Functional Competencies. (Note that the Performance Appraisal and Management System (PAMS) allows for up to five Cross-Functional Competencies to be selected by the staff member and the supervisor.

Code	<u>Managerial Competencies</u>
1. <input type="checkbox"/> M001	Empowering and Building Trust
2. <input type="checkbox"/> M002	Managing Performance
3. <input type="checkbox"/> M003	Judgement and Decision Making
4. <input type="checkbox"/> M004	Strategic Planning and Vision
5. <input type="checkbox"/> M005	Leadership
6. <input type="checkbox"/> M006	Managing Resources

Code	<u>Cross-Functional Competencies</u>
1. <input type="checkbox"/> X001	Analytical Thinking
2. <input type="checkbox"/> X002	Innovation and Creativity
3. <input type="checkbox"/> X003	Technological Awareness
4. <input type="checkbox"/> X004	Negotiation and Conflict Resolution
5. <input type="checkbox"/> X005	Planning and Organizing
6. <input type="checkbox"/> X006	Policy Development and Research
7. <input type="checkbox"/> X007	Political Awareness
8. <input type="checkbox"/> X008	Stakeholder Management
9. <input type="checkbox"/> X009	Change Capability and Adaptability

2.4 ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE

REQUIRED. Define the educational background, the relevant job experience and the language(s) that are essential to perform the work of the position.

- Completion of Primary Education or equivalent technical or commercial school.
- Minimum 2 years of previous job experience relevant to the function.
- Driving licence, knowledge of driving rules and regulations and skills in minor vehicle repair.
- Good knowledge of English and local language.

(In offices where the working language is not English, good knowledge of UN working language of duty station and local language.)

2.5 DESIRABLE QUALIFICATIONS & COMPETENCIES. Describe any experience or knowledge that would be an asset, such as: UNHCR Learning Programmes, other training, additional languages, Field/HQs experience, etc.

- Mechanical skills.