

Title: **Senior Driver** (Only Samoan nationals or candidates resident in Apia with authorization to work in the country are eligible to apply)

Domain: FSC

Grade: G-3

Post Number: 4WSFSC0717RP

Organizational Unit: UNESCO Office for the Pacific States

Duty Station: Apia, Samoa

Type of contract: Fixed Term

Annual salary: Gross: WST 17,938.00; Net: WST 14,588.00

Deadline (*midnight, Apia time*): **12 December 2019**

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

Overview of the functions of the post

Under the authority of the Director and UNESCO Representative and the direct supervision of the Administrative Officer (AO)/Administrative Assistant/Secretary to the Director, as applicable, the Driver and General Maintenance Assistant provides reliable, punctual and safe driving services to the Director, UNESCO and UN officials and official visitors ensuring 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, tact and ability to work with people of different national and cultural backgrounds. The post is also required to provide driving services to the interns, volunteers, consultants and Experts and UN staff on mission:

- Drives the Director of the Office, UNESCO/UN officials and staff, including senior and high-ranking officials and visitors and . Prepares daily transportation plan., making necessary adjustments as per last minute changes and ensures provision of reliable and safe driving services. Meets senior staff, officials and visitors at the airport, including assisting, when required, with basic visa and customs formalities. Where necessary, provides informal translation of basic information from the local language into the working language for Director of the Office, UN and/or official personnel using the vehicle. Meets official and high-ranking personnel, as assigned, at the airport and assists with immigration and customs formalities. Provide courteous service to all.
- Coordinates routes and, where applicable, cooperate with other drivers of the UN System for car-pool purposes and/or undertaking interagency duty on a rotation basis, and advises official personnel in matters pertaining to traffic and safety regulations, office regulations with respect to vehicles and equipment, and safety measures.
- Practices defensive driving. Refers to the AO/SAA problems such as abuse/ misuse of equipment and vehicles. Provide assistance on installations and use the HF, VHF radio and satellite phone in the vehicle. Ensures availability of office directory, map of the city/country, first aid kit, and necessary spare parts and tools in the vehicles. Ensures that accidents are correctly reported immediately and in writing as required and followed through in line with the UN Security Rules.
- Ensures cost-savings through proper daily upkeep of vehicles, including internal cleaning and washing of the vehicles, carrying out minor repairs, timely changes of oil, and checking battery, brakes, water level and refills, greasing, etc. Ensures daily and accurate maintenance of the vehicle logbooks with all trips, mileage, fuel consumption, etc. Coordinates arrangements for regular service and any major repairs in accordance with officially arranged contracts and/or as agreed by the UN Common Services. Maintains repair and service-log for vehicles and reports and availability of required documents, including, vehicle registration, insurance, fuel coupons, receipts, etc. and keeps track of insurance and other tax/exemption formalities.
- Delivers and collects mail, documents, equipment and supplies and other items as required. When not driving, perform other duties, such as photocopying, binding, assisting with filing, paying payment of bills, collecting quotations/invoices/receipts with attention to cost-effectiveness and value for money for the Organization and following rules and procedures of the Organization.
- When not driving or doing messengerial work, supports front office functions by handling incoming and outgoing calls, recording international calls made, receiving visitors and taking messages for onward communication. Schedules shipping and delivery times, receives items ordered and verifies items and amounts/quantities received against the orders for correctness, and records and stores the items. Maintains the inventory, checks current inventory levels, keep records of any issue of items to prevent inventory gaps and notes when inventory is low and it is time to order new products. Maintains and/or oversees and participates in performing general maintenance duties inside and outside of the Office facilities, including, minor painting, installation, repair and adjustment in appliances and necessary preparation and clean-up before and after work.

Competencies

A successful candidate will be required to demonstrate the following competencies:

Core Competencies

Accountability
Communication
Teamwork
Innovation
Results focus
Planning and organizing
Knowledge sharing and continuous improvement

For detailed information please consult the [UNESCO Competency Framework](#)

Required qualifications

Education

- Completion of secondary, technical and/or vocational training of relevant driving certification.

Work Experience

- At least 2 years of work experience as a driver in international organizations, embassies or UN system.
- Experience in vehicle and general maintenance, technical/mechanical or related work.

Skills and competencies

- Ability to write in a clear and concise manner, to fill in forms and to communicate effectively orally.
- Ability to exchange straightforward and fact-oriented messages as well as limited discussions for the coordination of routes and work schedule in line with security and safety instructions.
- Ability to work as part of a team, to take initiative and to provide quality and timely support and services.
- Discretion and capacity to deal efficiently and tactfully with people of different cultural backgrounds.
- Punctuality, ability to arrange and manage own work and capacity to work under pressure.

Languages

- Very good/Good knowledge of English and Samoan.
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Desirable qualifications

Education

- Certification/training in defensive driving, training in technical/mechanical work.

Work Experience

- Relevant experience within the United Nations system or in a non-family business organization.

Skills and competencies

- Knowledge in IT skills (MS Office, internet, email).

Languages

- Good knowledge of another language from the Pacific region.
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Benefits and entitlements

UNESCO's salaries are calculated in WST for national staff members. They consist of a basic salary as well as other benefits include: 30 days annual leave, spouse allowance, children allowance, pension plan and medical insurance. More details can be found on the [ICSC Website](#).

UNESCO is committed to promoting geographical distribution and gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply. Persons with disabilities equally are encouraged to apply. UNESCO applies a zero tolerance policy against all forms of harassment.

UNESCO DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.

UNESCO is a non-smoking Organization.

A WRITTEN EXAMINATION AND AN INTERVIEW AS WELL AS PRACTICAL DRIVING TEST WILL BE USED IN THE EVALUATION OF CANDIDATES
