

Title: Driver

Domain: Education

Grade: SB-1

Organizational Unit: UNESCO Harare

Primary Location: Lilongwe, Malawi

Type of contract: Service Contract

Duration of contract : One Year with the possibility of extension

Deadline (*midnight, Malawian time*): 27 January 2020

OVERVIEW OF THE FUNCTIONS OF THE POST

The United Nations Educational, Scientific and Cultural Organization (UNESCO) is seeking applications from Nationals of Malawi for the position of Driver in Malawi.

Under the authority of the Regional Representative and Director of the UNESCO Regional Office for Southern Africa, the Regional Advisor for Health and Education, and direct supervision of the National Programme Officer- Health and Education Malawi, the incumbent supports the effective and efficient implementation of the “Our Rights Our Lives Our Future Project in Malawi” by being responsible for the following obligations and duties within the authorized delegated authority;

- Ensuring provision of reliable and safe driving services and car maintenance in an effective and professional manner, ensuring high accuracy of work;
- Providing driving services to the operations and programme staff in the Lilongwe Office and UNESCO staff on mission as per authorized routing within the UN safety and security rules and regulations;
- Driving the project vehicle for the delivery and collection of mail, documents and other items;
- Ensuring 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;
- Ensuring 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, car washing, etc.;
- Driving and meeting official personnel and visitors at the airport, visa and customs formalities arrangement when required;
- Ensuring that all immediate actions required by rules and regulations are taken in case of involvement in accidents;
- Ensures availability of all the required documents/supplies including vehicle insurance, vehicle registration, vehicle logs, first aid kit, and necessary spare parts in the assigned vehicle; keeps track of insurance and other formalities.
- Demonstrates excellent knowledge of driving rules and regulations and skills in minor vehicle repair;
- Demonstrates excellent knowledge of protocol for Drivers;
- Demonstrating a client-oriented approach, high sense of responsibility, courtesy, tact and the ability to work with people of different national and cultural backgrounds.
- Any other duties as requested by the supervisor in accordance with UNESCO rules and regulations

REQUIRED QUALIFICATIONS

EDUCATION

- Secondary Education;
- Valid Driver's license. defensive driving certificate and knowledge of local driving rules and regulations

WORK EXPERIENCE

- At least 5 years work experience as a driver with a safe driving record;
- Knowledge of driving rules and regulations and skills in minor vehicle repair

LANGUAGES

- Fluency in English. Fluency in other local languages would be an added advantage

HOW TO APPLY

To apply, please send your application letter including contact details for 3 referees, copies of certificates. Click on [UNESCO CV](#) to access the UNESCO CV standard form or https://en.unesco.org/gem-report/sites/gem-report/files/UNESCO_CV_Form.doc Application submissions to be made to vacancies.harare@unesco.org. Applications must reach the address mentioned before midnight on 27 January 2020 (Malawian time).

This is a local position, therefore only citizens of the Republic of Malawi are eligible to apply. Please note that only applicants who are short-listed will be contacted.

Please note that UNESCO is a non-smoking Organization.