VACANCY ANNOUNCEMENT # 2012-005
Two Drivers (National Position)
Level (ICS-3)
Jerusalem/OCHA oPt

Contract: Fixed Term Contract, ICS-3
Duty Station: Jerusalem
Duration: One year with possibility of extension
Starting Date: As soon as possible

The office in the occupied Palestinian territory has responsibility for inter-agency coordination in complex emergencies and in natural disasters. In the context of the deteriorating humanitarian situation in the occupied Palestinian territory, the OCHA office has a specific responsibility for (a) disseminating information and policies to the humanitarian community, authorities and donors, as well as supporting resource mobilization efforts; (b) assisting in the identification of humanitarian priorities and needs and the coordination of resource mobilization efforts; and (c) disseminating information on the impact of natural disasters, response there to and the need for international assistance.

In order to meet the increased requirements for coordination support, humanitarian advocacy and information, the OCHA oPt office has expanded its presence. Though its expanded presence in the field and Jerusalem, the OCHA oPt team will ensure adequate support to area-based operational coordination structures including sector and cluster coordination and national level coordination, both operational and policy.

Under the guidance and supervision of the Finance Analyst and direct supervisor, the Driver provides reliable and safe driving services to OCHA Head of Office and other high-ranking UN officials and 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.

Upon request of the supervisor, the Driver can be also required to provide driving services to the operations and field staff in the CO, Consultants and Experts, UN staff on mission and OCHA staff.

The incumbent will be responsible for the following duties:

- Provision of reliable and secure driving services
- Proper use of vehicle
- Day-to-day maintenance of the assigned vehicle
- Availability of documents/supplies
1. Ensures **provision of reliable and safe driving services** by:
   - Driving office vehicles for the transport of Head of Office, other high-ranking officials, visitors, VIP Field Tours and missions in addition to authorized personnel
   - Delivery and collection of mail, documents and other items,
   - 24/7 availability to meet official personnel and visitors at the airport including visa and customs formalities arrangement when required.
   - Provide shuttle services on daily basis for authorized staff.

2. Ensures **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.

3. Ensures **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.

4. Ensures **availability of all the required documents/supplies** including vehicle insurance, vehicle logs, office directory, map of the city/country, first aid kit, and necessary spare parts in the assigned vehicle.

5. Ensures that **all immediate actions** required by rules and regulations are taken in case of involvement in accidents.

6. Shuttle services for UN Staff Members from West Bank to Jerusalem.

7. Perform other duties as and when required.

**Competencies:**

**Corporate Competencies:**

- Demonstrates commitment to OCHA’s mission, vision and values
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

**Functional Competencies:**

**Knowledge Management and Learning**

- Shares knowledge and experience
- Provides helpful feedback and advice to others in the office

**Development and Operational Effectiveness**

- Demonstrates excellent knowledge of driving rules and regulations and skills in minor vehicle repair
- Demonstrates excellent knowledge of protocol.
- Demonstrates excellent knowledge of security issues
Leadership and Self-Management

- Focus on results for the client
- Consistently approaches work with energy and a positive, constructive attitude.
- Remains calm, in control and good humored even under pressure.
- Demonstrates positively to critical feedback and differing points of view

Education:

Secondary Education. Valid Driver’s license.

Experience:

2-3 years work experience as a driver, safe driving record; knowledge of driving rules and regulations and skills in minor vehicle repair is an asset.

Experience with UN or International Organizations is an asset.

Language requirements:

Fluency in the National language of the duty station and working knowledge of the UN language of the duty station.

How to apply:

For a full description of the post please visit the vacancies section on the OCHA – oPt website indicated below.

All applicants are requested to email the following documents to the OCHA oPt Office by using the following e-mail address: hr@ochaopt.org.

Completed United Nations Personal History Form (UN-P-11) in English providing full details of education, present and past employment, language skills, computer skills, etc.

The UN P-11 form can be found on OCHA’s website: www.ochaopt.org

It would be appreciated your stating your full name and the OCHA vacancy notice number (2012-005) as the subject in your e-mail application.

Only qualified candidates should apply and only those who have been short listed will be contacted.

CLOSING DATE FOR APPLICATIONS: 19 September 2012

Applications received after this date will not be considered.

Women are encouraged to apply