



## Driver

<b>Job title:</b>	<b>Driver</b>
<b>Level:</b>	<b>GS 2</b>
<b>Position Number:</b>	<b>00003869</b>
<b>Location:</b>	<b>The Gambia, Banjul</b>
<b>Full/Part time:</b>	<b>Full-Time</b>
<b>Fixed term/Temporary:</b>	<b>Fixed Term</b>
<b>Rotational/Non Rotational:</b>	<b>Non-Rotational</b>
<b>Duration:</b>	<b>One year (renewable)</b>

### The Position:

Under the guidance and supervision of the Finance/ Admin Associate and direct supervision of the Programme Associate, the Driver provides reliable and safe driving services ensuring high accuracy of work. The Driver demonstrates a client-oriented approach, high sense of responsibility, courtesy, tact, and the ability to work with people of different national and cultural backgrounds.

The Driver provides driving services to the operations and programme staff in the CO, Consultants and Experts and UN staff on mission.

### How you can make a difference:

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's new strategic plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

UNFPA is seeking candidates that transform, inspire, and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in results.

### Job Purpose:

#### Summary of Key Functions:

- Provision of reliable and secure driving services
- Proper use of vehicle
- Day-to-day maintenance of the assigned vehicle
- Availability of documents/ supplies

Reporting to the UNFPA Representative, you will act on their behalf as required.



### You would be responsible for:

1. Ensuring the **provision of reliable and secure driving services** by a) driving office vehicles for the transport of authorized personnel and delivery and collection of mail, documents and other items and b) meeting official personnel and visitors at the airport, visa and customs formalities arrangement when required.
2. 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.
3. 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.
4. Ensures that **all immediate actions** required by rules and regulations **are taken in case of involvement in accidents.**

### Qualifications and Experience:

- **Education:**

Secondary education  
Valid driver's license

- **Knowledge and Experience:**

2 years' work experience as a driver; safe driving record; knowledge of driving rules and regulations and skills in minor vehicle repair.

- **Languages:**

Fluency in the language of the duty station, knowledge of the UN language of the duty station.



**Required Competencies:**

<p><b>Values:</b></p> <ul style="list-style-type: none"> <li>• Exemplifying integrity,</li> <li>• Demonstrating commitment to UNFPA and the UN system,</li> <li>• Embracing cultural diversity</li> <li>• Embracing change</li> </ul>	<p><b>Functional Competencies:</b></p> <ul style="list-style-type: none"> <li>• Client Orientation</li> <li>• Vehicle Maintenance</li> <li>• Driving Security and Safety</li> <li>• Driving</li> </ul>	<p><b>Core Competencies:</b></p> <ul style="list-style-type: none"> <li>• Values</li> <li>• Achieving results</li> <li>• Being accountable</li> <li>• Developing and applying professional expertise/Business acumen</li> <li>• Thinking analytically and strategically</li> <li>• Working in teams/managing ourselves and relationships</li> <li>• Communicating for impact</li> </ul>
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**Compensation and Benefits:**

This position offers an attractive remuneration package including a competitive net salary plus cost of living adjustment, rental subsidy, education grant, home leave, health insurance and other benefits as applicable.

**Disclaimer:**

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>