

I. Organizational Context

The UN Women (UNW), grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

UN Women in the Liberia CO is seeking a qualified national candidate to fill a staff position of **Driver (SC-2)**. Under the guidance of the Operations Manager and supervision of the Administrative Associate, the Driver is expected to provide reliable and safe driving services to UN Women 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.

II. Functions / Key Results Expected

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
- Other functions to ensure smooth operations of the country office

1. Ensures provision of reliable and safe driving services by a) driving office vehicles for the transport of UN Women staff, high-ranking officials and visitors and delivery and collection of mail, documents and other items, and b) meeting official personnel and visitors at the airport including visa and customs formalities arrangement when required

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. Provides other support as requested by the direct supervisor including provision of photocopies, document scanning and other services to ensure more efficient operations within the country office.

III. Recruitment Qualifications

Education and certification:	Secondary Education required, Valid Driver's License
Experience:	2 Years work experience as a driver, safe driving record, knowledge of the following: a) Administrative Manual, b) Driving Principles , c) UNDSS Guidelines, d) Local Driving Law Working Experience with UN is an asset.
Language Requirements:	Fluency in English

All interested applicants must submit an application letter with a UN standard personal history form and send to: liberia.procurement@unwomen.org . Please download the P11 form from <http://www.unwomen.org/en/about-us/employment>. **The deadline for application is –17 February 2020**

We will only consider applications with **complete P11** attached. UN Women will only be able to respond to those applicants in whom UN Women has a further interest. UN Women does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status. UN Women does not solicit fees at any stage of the recruitment process.

Women are strongly encouraged to apply.