

**United Nations High Commissioner for Refugees (UNHCR)
Branch Office Damascus, Syria**

**Vacancy Announcement No. UNHCR/VN/ 2019/54
Internal/ External Circulation**

Position Title: Driver	Position Level: G2	Date Issued: 08/12/2019
Positions No.: N/A (2 positions)	Report To: Admin/ Finance Officer	Closing Date: 22/12/2019
Section/ Unit: Sub-Office Aleppo	Duty Stations: Aleppo	Contractual Status: Temporary Appointment

Availability of the Post: Immediately

Duties and Responsibilities:

- Drive UNHCR vehicles for the transport of authorized passengers, deliver, and collect documents and other items.
- Meet official personnel at airports or other locations and facilitate immigration and customs formalities as required.
- Perform day-to-day maintenance of the assigned vehicles; check oil, water, battery, brakes, tires, etc. and ensure that the assigned UNHCR vehicles are road or waterway worthy and maintained up to the established security standards.
- Perform minor repairs, arrange for other repairs, and ensure that the vehicle is kept clean.
- Ensure that the steps required by rules and regulations, or other local procedures, are taken in case of involvement in an accident.
- Log official trips, daily mileage, gas consumption, oil changes, greasing, etc.
- Ensure that instructions and security guidance provided by the supervisor and security focal point are strictly followed.
- Ensures valid documentation for passengers, items or cargo in vehicle.
- Perform other related duties as required.

Required Qualification and Competencies

Education and Skills:

- Education: completion of Primary School education.
- Driving License.
- DV-Driving Rules and Regulations
- DV-Basic Vehicle Mechanical Skills

Experience:

- Job experience: 2 years relevant experience.
- Driving license, knowledge of driving rules and regulations.

Languages:

- Fluency in English and Arabic.

Competencies:

Core Competencies:

- Accountability
- Communication
- Organizational Awareness
- Teamwork & Collaboration
- Commitment to Continuous Learning

- Client & Result Orientation

Cross-Functional Competencies:

- Technological Awareness
- Analytical Thinking
- Planning and Organizing

Please apply in writing by completing and signing the Personal History Form (as per link below) and including an up to date CV as well as your motivation letter. Please also indicate the following vacancy announcement number, position title and location: **UNHCR/VN/2019/54, Driver, Aleppo**

All applications must be submitted by e-mail to: SYRDAHUMANRES@unhcr.org indicating the vacancy number. No hard copies (paper applications) will be accepted.

Applications received will not be acknowledged, only the successful candidates will be notified of the outcome of the competitive process, and will be invited for a written test and an interview.

Non-Syrian Arabs must attach their valid residence permit as well as a valid work permit. Applications received without these documents will not be considered.

A Personal History Form is attached for ease of reference and can also be downloaded from the following link:

<http://www.unhcr.org/recruit/p11new.doc>

Please note that the Personal History Form is mandatory and must be SIGNED by the applicant.

Distribution:

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