



**UNITED NATIONS DEVELOPMENT PROGRAMME
VACANCY ANNOUNCEMENT No. 2009/04/135**

DATE: 03 June 2009

Position Information:

Job Code Title: Driver
Organizational Unit: UNDP Afghanistan
Type of Appointment: Service Contract (**National**)
Level: SB1-2
Duration: Six Months (with possibility of extension)
Number of Position(s): Multiple Positions
Duty Station: Kabul and other provinces
Closing Date for Applications: 31 July 2009

Note: UNDP Afghanistan reserves the right to select one or more candidates from this vacancy announcement. We may also retain applications and consider candidates applying to this post for other similar positions with UNDP Afghanistan at the same grade level and with similar job description, experience and education requirements.

UNDP Mission Statement:

UNDP is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in 166 countries, working with national counterparts on their own solutions to global and national development challenges.

Functions / Key Results Expected:

Summary of Key Functions:

- Provision of reliable and secure driving services to the project staff to the require destinations;
 - Maintenance and keeping of the vehicle functioning at all times;
 - Necessary administrative, support to the project.
1. Ensures provision of reliable and secure driving services and on time official transportation of the project staff to the required destinations, focusing on achievement of the following results:
 - Pick up and drop off the staff during all working days and drive them on official trips in and outside of the city as directed by the direct supervisor and according to the security and transportation procedures of the UNDP, ensuring safe and on time arrival of staff to the duty station/destinations and back as required;
 - Function as a substitute/backup to the other drivers in case of absence, leave and etc;
 - Remain flexible for traveling to outside of the city and working additional hours if required;
 - Full compliance with implementation of all security measures for the passengers and the vehicle during all the trips regardless of the location, destination and distances travels.
 2. Ensures maintenance and keeping of the vehicle functioning at all times, focusing on achievement of the following results:
 - Ensure proper maintenance of the vehicle, cleanliness, and regular checking of the vehicle parts, as described on the driver's checklist;
 - Maintain the vehicle logbook properly filled out with fleet information as well as invoices for fuel and maintenance of the vehicle and making sure it is signed by the authorizing officer;
 - Responsible for the day-to-day maintenance of the assigned vehicle, checks oil, water, battery, brakes, tires, etc., performs minor repairs and arranges for other repairs and ensures that the vehicle is kept clean and ready for use;

- Report immediately to direct supervisor of any accidents, mechanical failure, etc. occurring during a trip in or outside the city;
 - Keep records use of vehicle daily mileage trips, gas consumption, oil changes, greasing, etc.
3. Provide necessary administrative support to the Project Office, focusing on achievement of the following results:
- Provide general administrative support such as delivery of mail, pouch, documents and other items when needed;
 - Use radio communication and carry out tasks as directed by the supervisor and shall remain vigilant and professional all the time particularly during emergency situations;
 - Help in loading and unloading of equipments to/from the vehicle when required;
 - Perform any other relevant duties as required.

Impact of Results:

To ensure the smooth and on time provision of services and facilitate the successful implementation of the project.

Competencies:

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Teamwork: Good Interpersonal skills, ability to work in a multi-ethnic environment with sensitivity and respect for diversity;
- Willing to work on shifts including some nights, weekends and official holiday duty;
- Pleasant personality, clean and well groomed;
- Perform any other relevant duties as required;
- Demonstrates excellent knowledge of driving rules and regulations and skills in minor vehicle repair;
- Demonstrates excellent knowledge of security issues, confidentiality and time management;
- Consistently approaches work with energy and a positive, constructive attitude;
- Remains calm, in control and good humored even under pressure.

Recruitment Qualifications:

Education:

- High School graduate. Valid Driver's license.

Experience:

- Minimum 2 years of relevant work experience with national/international organizations as a driver;
- Familiarity with Kabul and other major cities in Afghanistan;
- Good knowledge of driving rules and regulations;
- Good skills in minor vehicles repair;
- Experience in driving various types of vehicles;
- Proficiency in completing routing documents, forms, logs and etc.

Language Requirements:

- Good Knowledge of English, Knowledge of national languages Dari and Pashto both oral and written.

Submission of Applications :

The application comprises a one-page cover letter explaining your interest and suitability for the post, and a UN Personal History Form (P11), your latest RCA (For UNDP contract holders) or an official performance evaluation report for all staff and non staff of the UN system. Interested **Afghan national Candidates** should submit their applications in writing (marked "Confidential", clearly indicating on the sealed envelope the Vacancy Announcement Number) to the Human Resources Officer of UNDP at Shah Mahmood Ghazi Watt Street, Kabul, Afghanistan; or **email** their applications (**indicating on the subject line the VA number and the title of the position applied for**) to vacancies.afghanistan@undp.org . For more detailed information about UNDP please visit our website www.undp.org.af Please note that incomplete applications & applications received after the closing date (**31 July 2009**) will not be given consideration. Only

short-listed candidates whose application responds to the above criteria will be contacted for test and an interview.

Note: Candidates living in the provinces will be highly encouraged to apply and are kindly requested to mention their residential place in their application, while applying.