



**UNITED NATIONS DEVELOPMENT PROGRAMME
VACANCY ANNOUNCEMENT No. 2008/06/201**

DATE: 03 June 2009

Position Information:

Job Code Title: Senior Driver
Organizational Unit: UNDP Afghanistan
Type of Appointment: Service Contract (**National**)
Level: SB2-1
Duration: Six Months (with possibility of extension)
Duty Station: Kabul, Afghanistan
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:

- Driving Services;
 - Messenger Services.
1. Provides efficient driving services focusing on achievement of the following results:
 - Ensure provision of reliable and secure driving services by driving office vehicles for the transport of the project personnel, visitors and consultants;
 - Receive official personnel, visitors and consultants at the airport; arrange and deliver visa and air tickets as and when required;
 - Ensure appropriate route planning and that security measures are in place;
 - Ensure cost-savings by proper use of vehicle through accurate maintenance of daily vehicle logs, provide inputs to preparation of the vehicle maintenance plans and reports;
 - Ensure 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;
 - Ensure 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;
 - Ensure that all immediate actions required by rules and regulations are taken in case of involvement in accidents.
 2. Provides efficient messenger services focusing on achievement of the following results:
 - Assist the office establish and maintain a mail recording system;
 - Assist the project staff in maintaining an appropriate filing system;
 - Collect and deliver mail and other materials as required from and to the post office, government agencies and other national/international institutions;
 - Sort, deliver and pick up mail from various offices on the premises at regular intervals;
 - Package/pack materials received for dispatch; labeling, inserting material in envelopes of

outgoing mail;

- Perform photocopying and duplicating services as and when required by the project staff
- Helping with daily small general administrative duties, such as small office purchases, assist in arranging appointments for the consultants and project staff etc;
- Helping with basic translation/interpretation for the international project staff and consultants as and when required by the project;
- Perform any other relevant duties as required.

Impact of Results:

The key results have an impact on the accurate, safe, cost-effective and timely execution of the Project services.

Competencies:

Corporate Competencies:

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

Functional Competencies

Knowledge Management and Learning

- Ability to sort out and organize large quantities of material for dispatch;
- Understanding of UNDP operations procedures and requirements;
- Shares knowledge and experience;
- Provides helpful feedback and advice to others in the office.

Leadership and Self-Management

- Focuses on result for the client and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Responds positively to critical feedback.

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.

Recruitment Qualifications:

Education:

- High School graduate. Valid Driver's license.

Experience:

- Minimum of 2-3 years work experience as a driver/messenger and knowledge of post and delivery of highly sensitive materials/documents;
- Good familiarity of Kabul and other major cities in the country.

Language Requirements:

- Good knowledge of English, Fluency in Dari and/or Pashtu is required.

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.