

Vacancy Announcement (VA) No 2017-020

I. POSITION INFORMATION	
Post Title:	Driver
Duty Station:	Field – North of Sri Lanka
Type of Contract:	ICA Grade 2 (Issued by UNOPS on behalf of UN-Habitat)
Number of Positions:	01
Contract Duration:	08 Months with possibility of extension
Date of Advertisement:	12 th April 2017
Date of Closing:	26 th April 2017

Background & Assignment

1. ORGANIZATIONAL CONTEXT

Based in Nairobi, Kenya, the United Nations Human Settlement Programme (UN-Habitat) is the lead agency within the United Nations system for cities and human settlements. The main documents outlining the mandate of the organization are the Vancouver Declaration on Human Settlements, Habitat Agenda, Istanbul Declaration on Human Settlements, the Declaration on Cities and Other Human Settlements in the New Millennium, and Resolution 56/206. UN-Habitat carries out its mandate through the provision of technical support to national governments. UN-Habitat is currently implementing over 240 programmes in 85 countries.

UN-Habitat has been involved in disaster management and reconstruction of disaster-damaged areas since its inception in 1978. UN-Habitat operations in Asia include activities in Afghanistan, Bangladesh, Indonesia, Iran, Myanmar, Nepal, Pakistan, Philippines and Sri Lanka, under the overall supervision of the Regional Office for Asia and Pacific based in Fukuoka, Japan.

UN-Habitat has assisted in the development of human settlements policies in Sri Lanka and some of the major activities implemented included in the Sustainable Cities Programme, Urban Governance Support Project, Lunawa Lake Improvement Project, Rebuilding Communities in the North and East, Rebuilding Community Infrastructure and Shelter in Tsunami Affected Areas, as well as Slum Upgrading Facilities.

2. FUNCTIONS /KEY RESULTS EXPECTED

Under the overall supervision of Programme Management Officer and direct supervision of the Project Coordinator, the drivers will have the responsibility of providing transportation facility for official purposes to personnel assigned in duty station.

Day to day tasks:

1. Drive office vehicles for the transport of authorized personnel, plan and schedule routing.
2. Collect and deliver of mail, documents and other items; meet official personnel at the airport and facilitate immigration and customs formalities as required;
3. Optimize use of the vehicles; assist in the registration of new vehicles, renewal of insurance, disposal of vehicles and getting local driving licenses for the international staff.
4. Take care of the day-to-day maintenance of the assigned vehicle; check oil, water, battery, brakes, tires, etc.
5. Maintain records of all travels and overtime records as well.
6. Ensures that the steps required by rules and regulations are taken in case of involvement in accident;
7. Perform other related duties as required.
8. Following all security and safety directives while driving.
9. Advising passengers on required safety and security requirements, if needed.

Note: Drivers are required to have the flexibility of working beyond official hours and during weekends, if required.

QUALIFICATIONS**Education:**

High school / secondary education should be completed.

Work Experience:

Minimum of one year of relevant working experience including driving or mechanical works and or related work in an international organization. Proper knowledge of Sri Lankan rules and regulations related to driving and traffic is essential.

Language:

Basic English both writing and communication is required.

Other skills:

Ability to use and brows internet explorers and maintaining email account will be added advantages.

Remuneration

In compliance with UNOPS/UN-Habitat Policy.

How to Apply:

Sri Lankan Nationals meeting the essential requirements of the position are invited to apply by submitting the following documents to employment@unhabitat.lk

- Letter of Interest which clearly indicates the Vacancy Announcement Number (i.e. VA No 2017-020).
- Updated and Signed UN Personnel History Form P.11 (P11 is attached to this VA) and also available in <http://www.unon.org/docs/P11.doc>

- And finally your email's subject should be Application for the Post of Driver VA No 2017-020.

Failure to comply with the above requirements will result in rejection of the application.

Due to the large number of applications expected, only short-listed candidates will be contacted.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8).