

**Vacancy Announcement (VA) No 2020-011**

**I. POSITION INFORMATION**

Post Title:	Driver
Duty Stations:	Central and Uva Provinces of Sri Lanka
Type of Contract:	LICA Grade 3
Number of Positions:	1
Supervisor:	Deputy Project Manager
Contract Duration:	3 months with possible extension
Date of Advertisement	20 <sup>th</sup> Oct 2020
Date of Closing:	27 <sup>th</sup> Oct 2020

**ORGANIZATIONAL CONTEXT**

The United Nations Human Settlements Programme (UN-Habitat) is the United Nations agency responsible for human settlements, mandated to promote socially and environmentally sustainable towns and cities, with the goal of providing adequate shelter for all; within the overall objective of the United Nations to reduce poverty and promote sustainable development. The details of the Habitat Agenda, Global Programmes and the Mandate are available in the global web site at [www.unhabitat.org](http://www.unhabitat.org) and the Sri Lankan web site at [www.unhabitat.lk](http://www.unhabitat.lk).

UN-Habitat operations in Asia include activities in Afghanistan, Bangladesh, Indonesia, Iran, Myanmar, Nepal, Pakistan, Philippines and Sri Lanka, under supervision of the Regional Office for Asia and Pacific in Fukuoka Japan.

Since its inception in 1978, UN-Habitat has been closely working with the Government of Sri Lanka and implemented projects and programmes under the themes of, (a) Environment and climate change; (b) Post-disaster recovery and reconstruction; (c) Land and housing; (e) Disaster Risk Management; (f) Urban planning and governance; (g) Pro-poor settlement upgrading; (h) Water and sanitation; (i) Community infrastructure; and (j) Social inclusion.

UN Habitat operates in several provinces of Sri Lanka, namely; Northern, Eastern, Central and Uva provinces in conducting several medium to large scale housing and infrastructure projects involving civil construction through community participatory process, in addition to emergency response projects.

This vacancy announcement aims to invite persons with specific qualifications, skills and experience to implement a COVID-19 emergency response project and Indian Housing project in plantation areas. UN-Habitat firmly believes that professional and highly competent staff are integral to the successful implementation of its project.

**FUNCTIONS/KEY RESULTS EXPECTED**

Under the overall supervision of Deputy Project Manager and direct supervision of the Admin & Finance Assistant, the driver 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, tyres etc. And inform repairs well in advance for necessary action.
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. Maintenance of vehicle related documents such as maintenance/repairs.
8. Following all security and safety directives while driving.
9. Advising passengers on required safety and security requirements, if needed.
10. Perform other related duties as required.
11. Driver is required to have the flexibility of working beyond official hours, during weekends and will be able to travel any part of the country, if required.

### **QUALIFICATIONS**

#### **Education**

Education: High school / secondary education should be completed.

#### **Work Experience**

Minimum of two years 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.

Preference will be given to applicants from the project areas and those familiar with the local context.

Preference will be given to candidates with UN experience

#### **Required Years of Work Experience:**

Minimum of two years of relevant working experience

#### **Language**

Local knowledge of areas assigned and knowledge in English and the local languages will be advantageous.

#### **Competencies and Skills Required**

Ability to work under pressure against deadlines and to work efficiently in a multi-national team. Working knowledge in MS Office packages 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](mailto:employment@unhabitat.lk)

- Letter of Interest which clearly indicates the Vacancy Announcement Number (i.e. VA No 2020-011).
- 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 Assistant Engineer VA No 2020-011.

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).*