



**VACANCY ANNOUNCEMENT No. 2008/04/049**

**Date: 30 April 2008**

<b>Post Title:</b>	<b>Driver</b>
<b>Organizational Unit:</b>	<b>Operations</b>
<b>Type of Appointment:</b>	<b>Service Contract</b>
<b>Level/Grade:</b>	<b>SC 2/1</b>
<b>Duration:</b>	<b>One year</b>
<b>Duty Station:</b>	<b>Kabul</b>
<b>Closing date:</b>	<b>10 May 2008</b>



**Organizational Context:**

Under the direct supervision of the Operations Manager in coordination with Administrative Associate, the Driver provides reliable and safe driving services ensuring high accuracy of work. The Driver demonstrates a client-oriented approach, high sense of responsibility, courtesy, tact and the ability to work with people of different national and cultural backgrounds.

The Driver provides driving services to the operations and programme staff in the CO, consultants and experts and UN staff on mission.

**Functions/Key Results Expected:**

- Operates vehicles on official and approved non-official duties in a safe and efficient manner.
- Responsible for day-to-day maintenance of the assigned vehicle, checking oil, water, battery, brakes, tires, lights, horn, cultch, wind shield wiper, etc.
- Completes log sheet for each trip made, daily mileage, gas consumption, oil change, servicing, greasing, repairs, etc.
- Meets/drives staff and visitors at/to the airport upon arrival and departure.
- Ensures that all immediate actions required by rules and regulations are taken in case of involvement in accidents.
- Performs minor repairs and arranges for major repairs and to ensure that the vehicle is kept clean and in good condition.
- Assumes some messenger duties for delivery/collection of urgent mail.
- Keeps abreast of road and traffic regulations.



- Follows the security rules and regulations of UNIFEM/UNDP to help ensure the safety of staff and vehicle.
- Any other appropriate duties as may be assigned.

**Minimum qualification & experience required:**

- Secondary education. Valid driving license.
- Two years of working experience as driver, at least 1 year of progressively responsible experience in an international or national development organization.
- Safe driving record
- Knowledge of driving rules and regulations and skills in minor vehicle repair.
- Operating knowledge of VHF radio is desirable.
- Full working knowledge of Dari, ability of English communication is desirable.

**Submission of Application**

The application process comprises a one-page cover letter explaining the interest and suitability for this position as well as CV. Testing and interviewing will follow for short-listed candidates. Interested *Afghan nationals* should submit their application in writing (clearly indicating on the sealed envelope the vacancy announcement number) to:

***UNIFEM office, UNDP Compound, Opposite of Turkish Embassy, Shar-e-Naw, Kabul.***

Or e-mail their application (indicating on the subject line the VA number and the title of the position applied for) to: [registry.unifem.af@unifem.org](mailto:registry.unifem.af@unifem.org)

Please note that applications received after the closing date (i.e. 10<sup>th</sup>. May-08) will not be given consideration. Only short-listed candidates whose applications respond to the above criteria will be contacted for a test and interview.