

Posting Title : DRIVER, G2  
Job Code Title : DRIVER  
Department/ Office : United Nations Mission in the Republic of South Sudan -  
created by GA Resolution 1996 (2011)  
Location : Juba  
Posting Period : 20 January 2025-18 February 2025  
Job Opening number : 25-TRA-UNMISS-251344-R-Juba (M)  
Staffing Exercise : N/A

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**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

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### **Org. Setting and Reporting**

This position is located in the Communications & Public Information Service within the United Nations Mission in the Republic of South Sudan (UNMISS), Juba. The Driver reports to the Chief of Service, Public Information through Public Information Officer.

### **Responsibilities**

Within delegated authority, the incumbent will be responsible for the following duties:

- Drives vehicles safely for the transport of authorised personnel and, in the case of Peacekeeping missions, for the transport of general cargo goods.
- Collects and delivers of mail, documents, and other items.
- Meets official personnel at the airport.
- Deals effectively and tactfully with officials and visitors.
- Takes care of the day-to-day maintenance of the assigned vehicles, check oil, water, battery, brakes, tires, etc.;
- perform minor repairs and arranges for other repairs and ensures that vehicle is kept clean.
- Logs official trips, daily mileage, gas consumption, oil changes, greasing, etc.
- Ensures that the steps required by rules and regulations are taken in case of involvement in an accident.
- Performs other duties as assigned.

### **Competencies**

**Professionalism:**

Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**Teamwork:**

Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**Communication:**

Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed

**Education**

High school diploma or equivalent is required.

**Job Specific Qualifications**

Driver training with a valid driver's license is required.

**Work Experience**

A minimum of one year of progressively responsible experience in the provision of driver services is required.

Experience as a driver with a safe driving record is required.

Experience in driving a variety of makes and models of vehicles, light passenger vehicles, sedans, heavy and light 4x4 sports utility vehicles (SUV's), ambulances and pick-up trucks, cargo and passenger van is required.

## **Languages**

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required.

## **Assessment**

Evaluation of qualified candidates may include an assessment exercise which will be followed by competency-based interview.

## **Special Notice**

This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. Applicants for positions in the General Service and related categories must be authorized to work for the United Nations in the duty station where the position is located. Eligible applicants selected from outside the duty station are responsible for any expenses in connection with their relocation to the duty station. Staff members subject to local recruitment are not eligible for allowances or benefits exclusively applicable to international recruitment.

Qualified women that meet the requirements of this job opening are particularly encouraged to apply and will be given full consideration in accordance with the United Nations efforts to increase women participation in its workforce.

This position is located in Juba. Please note that anyone selected will be required to report for duty in that location on the agreed date AND will also be expected to arrange their own accommodations, there is no UN provided accommodation. If the selected candidate is unable to report to the identified Duty Station, the contract will be considered void.

## **United Nations Considerations**

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct

interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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. The United Nations Secretariat is a non-smoking environment.

Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process.

By accepting a letter of appointment, staff members are subject to the authority of the Secretary-General, who may assign them to any of the activities or offices of the United Nations in accordance with staff regulation 1.2 (c). Further, staff members in the Professional and higher category up to and including the D-2 level and the Field Service category are normally required to move periodically to discharge functions in different duty stations under conditions established in ST/AI/2023/3 on Mobility, as may be amended or revised. This condition of service applies to all position specific job openings and does not apply to temporary positions.

Applicants are urged to carefully follow all instructions available in the online recruitment platform, inspira, and to refer to the Applicant Guide by clicking on "Manuals" in the "Help" tile of the inspira account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

## **No Fee**

**THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.**

