



Job Opening

Vacancy Number:	23/004
Deadline for Application:	05 April 2023
Date of Issuance:	21 March 2023
Position Title:	Light Vehicle Driver
Position Level:	G-3
Position Number:	30912258
Duty Station:	Jerusalem

Qualified Female Candidates are strongly encouraged to apply.

Organizational Setting and Reporting

This position is located in the Close Protection Unit of the Office of the Special Coordinator for the Middle East Peace Process (UNSCO).

Description of Duties and Responsibilities:

Under the direct supervision of the Close Protection Assistant and overall supervision of the Close Protection Coordination Officer, the incumbent is responsible for the following duties:

- Drives light and armored vehicles safely for the transport of authorized personnel and for the transport of general cargo goods, Within Israel, West Bank, Gaza and Jordan with VIPs accompanied by armed Close Protection Officers (CPO)
- Collects and delivers parcels, documents, etc., between offices and institutions.
- Takes care of the day-to-day maintenance of the assigned vehicles, check oil, water, battery, brakes, tires, etc.
- Performs 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.
- Meets official personnel at the airport.
- Performs other duties as assigned.
- Carry out driving duties in support of other mission components as per instruction of CPCO.

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 the audience. Demonstrates openness in sharing information and keeping people informed.

Qualifications:

Education:

- High school diploma or equivalent is required.
- Additional training in the field of security/defensive driving is an advantage.

Experience:

- A minimum of two years of experience in provision of driver services.
- 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 is required.
- Experience in security related work is an advantage.

Languages:

- English and French are the working languages of the UN Secretariat. For this position, fluency in oral and written English is required. Working knowledge of Arabic and Hebrew language is desired.

Other:

- Possession of a valid driver's license, including heavy duty vehicles (Type C1 or C), valid for Israel and the Occupied Palestinian Territories is required. Please attach a copy of your valid license to your application.
- Ability to travel within Israel, the West Bank, Gaza and Jordan is required.
- Proficiency Microsoft Office suite including Word, PowerPoint and Excel is required.

Assessment Method:

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

Note to applicants:

- APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED
- ONLY APPLICATIONS SUBMITTED THROUGH EMAIL unsco-va@un.org WILL BE CONSIDERED
- ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FOR FURTHER ASSESSMENT

How to Apply. Applications that do not comply with the below standards will not be considered:

- UNSCO Jobs page <https://unsco.unmissions.org/jobs> includes all current Job Openings (JOs).
- Download a [Personal History "P.11"](#) form. **Any other form of application is not accepted.**
- Save your Personal History Form (P.11) and e-mail it to unsco-va@un.org. All fields in P.11 form must be completed to the best of your knowledge.
- Attach copies of high school diploma and other relevant diplomas, certifications and/or drivers' license as indicated in the JO as a requirement or a desirable criteria.
- Include a written cover-page application.
- Indicate the JO number on the subject heading in your email.
- **Internal candidates** are required to attach two latest Performance Evaluation Documents. **External candidates and staff of other UN entities** are required to attach latest two Performance Evaluation Reports if applicable.
- Applications will be screened and evaluated against the specific criteria indicated in a particular JO, and your name may be put forward for that specific JO only.
- In view of the high volume of applications received, only those applicants who move forward in the process, will be contacted for further assessment. Those who are successful/not successful in the assessment will be notified accordingly.

United Nations Considerations

At the United Nations, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity. All employment decisions are made on the basis of qualifications and organizational needs. The UN is committed to creating a diverse and inclusive environment of mutual respect. The UN recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

The UN Secretariat is committed to achieving 50/50 gender balance and geographical diversity in its staff. Female candidates are strongly encouraged to apply for this position.

The UN 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 UNO - Chapter 3, article 8). The UN Secretariat is a non-smoking environment. Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The UN is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

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

At your interview: To ensure that the very best people join the UN team we use a [competency based interview](#) process. Competency based interviews are also called "behavioural interviews" or "criterion-based interviews." Such interviews are based on the concept that past behaviour and experience is the best indicator of future performance. In other words, your history tells a story about you: your talents, skills, abilities, knowledge and actual experience in handling a variety of situations. More information on competency-based interviews at <https://careers.un.org>