

GENERIC JOB PROFILE

I. Post Information	
Job Title: Driver Case Number: CMC27029, CMC27038, CMC27048, CMC27059 Supervisor Title/ Level: Operations Associate G6 Organizational Unit: Operations, Multi - Country Office for the Caribbean Location: Belize City, Belize; Bridgetown, Barbados; Georgetown, Guyana; Paramaribo, Suriname	Job Level: G-2 Job Profile No.: 138578, 138568, 138589, 138559 CCOG Code: 2206d Functional Code: TRA Job Classification Level: G-2

II. Organizational Context and Purpose for the job
The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations. <u>Job Organizational Context</u> As part of UNICEF's Future Focus Initiative (FFI), a corporate-wide transformation launched in 2025 to ensure UNICEF remains fit for purpose in an era of declining Official Development Assistance and increasing complexity, the offices in Belize, Jamaica, Guyana & Suriname, and the Eastern Caribbean Area (ECA) are consolidating into a new Caribbean Multi-Country Office a regional platform combining policy influence, technical depth, and strategic partnerships across 12 countries, designed for systems-level impact and results at scale. The Caribbean MCO operates as one integrated office across all 12 countries: one Multi-Country Programme Document, one shared basket of resources, and one management structure. This means every post in the MCO regardless of duty station holds a 12-country mandate and contributes to shared regional results rather than to a single-country portfolio. The Multi-Country Programme of Cooperation (2027-2031), aligned with the UN Multi-Country Sustainable Development Framework

(UNMSDCF) 2027–2031, establishes three shared programmatic outcomes for the twelve English- and Dutch-speaking Caribbean countries: equitable access to primary health care, learning and skills; protection of children from all forms of violence; and child poverty reduction and resilience strengthening.

The Caribbean MCO's management strategy is governed by four principles that together translate the new business model into concrete ways of working:

- **Impact-driven:** technical expertise is organized in shared multi-country working groups rather than replicated in each country, with enabling functions aligned around UNICEF's strongest comparative advantages.
- **Effective and agile:** parallel country ecosystems are replaced by harmonized systems and flexible cross-country staffing, keeping management lean and decisions close to implementation.
- **Grounded:** regional scale is balanced with national depth through country-specific workplans, Heads of Office in each duty station, and matrix management that anchors authority and accountability at country level.
- **People-centered:** structural and managerial choices are guided by staff wellbeing, transparency and inclusion, with clear role definitions, meaningful consultation, and continuous investment in learning and development.

The operational expression of this model is the **working group model**. Rather than replicating similar roles across four separate country offices, technical and operational expertise is organized into 16 thematic and functional working groups, each distributed across different duty stations and each serving the full 12-country MCO — not just its host location. Roles are designed around three organizing principles: **shared regional service**, meaning every specialist contributes to the wider MCO; **complementary expertise**, meaning team capabilities reinforce each other rather than repeating the same profile in multiple places; and **agile presence**, meaning the workforce can be rapidly deployed across countries through travel, surge support or remote modalities in line with evolving needs and priorities. This working group model is the foundation of a fundamentally new way of working for UNICEF in the Caribbean: depth replaces duplication, and shared capacity replaces fragmented country-by-country coverage.

While based in a specific duty station, the Driver supports the wider Caribbean MCO through common operational standards, regional fleet procedures and, if required, support to cross-country missions and surge deployments, during emergency response.

Purpose for the Job

The Driver contributes to the effective functioning of the Caribbean Multi-Country Office by enabling safe mobility, operational readiness, business continuity and field access across a geographically dispersed operating environment. This role supports the MCO's agile service delivery model through efficient transportation services, emergency readiness and compliance with regional operational standards. The Driver provides reliable and safe driving services while ensuring compliance with local traffic rules and UNICEF protocols and collaborates effectively with Operations Associates, programme teams, security focal points and administrative colleagues to support the efficient execution of UNICEF activities.

The drivers are expected to demonstrate the highest standards of professionalism, discretion, integrity, adaptability and protocol awareness. They are also expected to support administrative tasks and engage in self-directed learning during non-driving periods and to demonstrate flexibility and responsiveness to changing operational priorities, schedules, mission requirements, and emergency situations in support of UNICEF's multi-country operations.

The Driver demonstrates a client-oriented approach, courtesy, tact, a high sense of responsibility, and the ability to work effectively with people of diverse national and cultural backgrounds.

III. Key functions, accountabilities and related duties/tasks

Safe and Reliable Driving Services

- Drive staff, consultants, visitors and mission teams to official locations, including remote, difficult-to-access and emergency-affected areas, ensuring adherence to safety and security requirements.
- Always comply with local traffic laws and UNICEF safety standards.
- Maintain professional demeanor and discretion, when driving staff and external guests.
- Meets and assist Staff, officials and visitors at airports, including minor protocol support, and may assist with basic visa and customs formalities and arrangements when required.

Routine Vehicle Care, Maintenance and Readiness

- Conduct daily vehicle checks e.g. fuel, oil, lights, battery, brakes and tires.
- Arrange timely service and repairs in coordination with the supervisor.
- Keep the vehicle clean, secure and fully equipped with necessary supplies, e.g., first aid kit, fire extinguisher, tools and logbook, insurance, etc.
- Assist in preparing the vehicle for field missions or long-distance travel.

Use of Digital Tools and Tracking Systems

- Operate the vehicle tracking system (VTS) installed in the vehicle to log trip data and support safe driving behavior (when VTS has been installed otherwise manual log books recordings s.
- Update and validate bookings using the UN mobility Tool, supporting smooth ground travel operations.
- Use mobile devices, tablets, or apps as instructed to manage routing and trip status.
- Learn and comply with digital fleet procedures and reporting requirements.

Trip Documentation and Reporting

- Maintain accurate manual and digital trip logs, including mileage, fuel usage, trip details and service history.
- Update and validate bookings using the UN Mobility Tool, supporting smooth ground travel operations.
- Use mobile devices, tablets or apps as instructed to manage routing and trip status.
- Learn and comply with digital fleet procedures and reporting requirements.

Communication and Emergency Readiness

- Use VHF/HF radios and or mobile phones to maintain communication during field movements or emergencies.
- Be familiar with emergency response protocols and incident reporting.
- Operate basic vehicle recovery tools, including winches or jacks, where applicable.
- Cooperate with UNDSS and field teams for secure routing in high-risk areas.
- Maintain vehicle readiness and support emergency response missions during hurricanes, floods and other emergency, including participating in simulations and preparedness exercises.
- Support the implementation of security measures, movement protocols and emergency communications, following UNDSS advisories and approved routes, and contribute to personnel accountability and staff safety during field movements.

Support Office Operations During Idle Periods

- Complete learning modules in AGORA, especially those related to road safety, ethics and digital tools.
- Support routine administrative and operational tasks during non-driving periods, such as document handling, filing, mail distribution, logistics support, photocopying, inventory

checks, meeting logistics, and other office support activities as required. Participate in team meetings, safety briefings or planning sessions. • Assist in organizing or cleaning fleet- related materials and supplies. • Support junior or new drivers when requested, sharing practical knowledge and best practices.
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IV. Impact of Results
Drivers are critical to the safe and effective implementation of UNICEFs operations. Through safe mobility, operational readiness and flexibility, emergency support and adherence to the new MCO business model, the driver contributes directly to UNICEF's ability to deliver results for children across the Caribbean Multi-Country Office. Through reliability, operational support, and responsible use of digital systems, the driver helps ensure continuity of programmes, compliance with safety policies, and overall credulity of UNICEFs field presence.

V. Capabilities Required
1. Project Management (1) • Track project tasks and deadlines • Follow project guidelines and instructions • Identify and communicate problems or delays 2. Collaboration (1) • Know who to go to for different types of support • Know the importance of following protocol • Maintain confidentiality and privacy • Write clear and easy to understand emails, messages or notes • Clearly express thoughts and ideas verbally using plain language 3. Problem Solving (1) • Recognize patterns through observation • Identify and summarize key insights • Spot issues or challenges when something isn't working • Interpret data reports and summaries • Address issues and proposes new ways to do things differently • Make routine decisions based on available data within established guidelines and procedures 4. Digital Dexterity (1) • Embrace the use of AI software and tools, abide by ethical standards and data security protocols in AI business applications • Open to learning and adapts to new business systems and technology • Use office productivity tools, communication and collaboration platforms

VI. UNICEF values and competency Required (based on the updated Framework)

Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

Core Competencies for Staff without Supervisory Responsibilities

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

*The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Manages people is only applicable to staff who supervise others.

Skills required:

- Ability to adapt to flexible and changing schedules, respond quickly and responsibility to last-minute changes and stay calm and punctual under pressure.
- Ability to communicate professionally and discreetly with high sense of courtesy and tact.

VII. Recruitment Qualifications

Education:	A secondary education is required, along with a valid driver's license and knowledge of local driving rules and regulations.
Experience:	Minimum two years of work experience as a driver in an international organization, embassy or UN system with a safe driving record is required.
Language Requirements:	Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or local language of the duty station is considered an asset.