GENERIC JOB PROFILE

I. Post Information	
Job Title: Driver **Supervisor Title/ Level:** Administrative Assistant / Associate **Organizational Unit:** Operations	**Job Level:** G-2 **Job Profile No.:** **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.

Job Organizational Context & Purpose

The Driver Generic Job Profile at the G-2 level, is intended for use in UNICEF country offices and typically reports to an Administrative Assistant (G5/G6) or, where applicable, to Senior Driver (G3), depending on the size of the office.

Purpose for the Job

The Driver provides reliable and safe driving services while ensuring compliance with local traffic rules and UNICEF protocols.

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.

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

1. **Safe and Reliable Driving Services**
   - Drive UNICEF staff, visitors, consultants, or goods to/ from official locations, including remote field sites.
   - 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.

2. **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.

3. **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.

4. **Trip Documentation and Reporting**
   - Maintain accurate manual and digital trip logs, including milage, 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.

5. **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.

6. **Support Office Operations During Idle Periods**
   - Complete learning modules in GORA, especially those related to road safety, ethics and digital tools.
   - Support light administrative work e.g., mail delivery, office errands, or basic document handling,
   - 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.

IV. Impact of Results

Drivers are critical to the safe and effective implementation of UNICEFs operations. 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 with Supervisory Responsibilities *

- Nurtures, Leads and Manages People (0)
- 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)

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.

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 Lao language is required. Intermediate English is required. Knowledge of another official UN language (Arabic, Chines, French, Russian or Spanish) or local language of the duty station is considered an asset.