UNITED NATIONS CHILDREN'S FUND
GENERIC JOB PROFILE (GJP)

I. Post Information

Job Title: **Driver** Supervisor Title/ Level: **Administrative Assistant/Associate G5/G6** Organizational Unit: **Operations** Post Location: **UNICEF Country Office**	Job Level: **G-2** Job Profile No.: CCOG Code:**3C** 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 for the job

The Driver Generic Job Profile, at the G-2 level, is to be used in a UNICEF country office and generally reports to the Administrative Assistant who is at the G-5/G-6 level.

Purpose for the job

The Driver, at the G-2 level, provides reliable and safe driving services, demonstrating the highest standards of professionalism, discretion, integrity, sense of responsibility, excellent knowledge of protocol whilst ensuring compliance with local driving rules and regulations.

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.

III. Key functions, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

1. **Reliable and safe driving services for staff and officials**
2. **Maintenance of assigned vehicle**
3. **Documentation of vehicle-related information**

- **Reliable and safe driving services for staff and officials**

Drives office vehicles for the transport of UN staff, officials, visitors and delivery and collection of mail, documents and other items.

Meets official personnel and visitors at the airport and may assist with basic visa and customs formalities and arrangements when required.

- **Maintenance of assigned vehicle**

Ensures vehicle is kept in good running condition at all times through addressing minor repairs, making arrangements for major repairs, timely changes of oil, check of tires, brakes, water levels, and car washing.

- **Documentation of vehicle related information.**

Ensures availability of all the required documents/supplies including vehicle insurance, vehicle registration, vehicle logs, office directory, map of the city/country, first aid kit, and necessary spare parts in the assigned vehicle; keeps track of insurance and other tax formalities

IV. Impact of Results

The efficiency and efficacy of the support provided by the Driver ensures the safe and timely transportation of staff, officials and visitors to work assignments and the efficient maintenance of vehicles owned/rented by the office, thus supporting the efficient running of the office which in turn strengthens UNICEF's capacity in delivering programmes for the most vulnerable women and children in that particular country.

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

i) Core Values

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

ii) Core Competencies (For Staff with Supervisory Responsibilities) *

- Nurtures, Leads and Manages People (1)
- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (2)

or

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 Managers people is only applicable to staff who supervise others.

VI. Skills

- Good knowledge of the city, local roads and conditions where the office is located
- Knowledge of driving rules and regulations, chauffeur protocol and courtesies
- Skills in minor vehicle repairs
- Ability to deal patiently and tactfully with visitors
- High sense of confidentiality, initiative and good judgment
- Ability to work effectively with people of different national and cultural background

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:	A minimum of 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 a local language is an asset.