



United Nations Mission in Sudan  
UNMIS  
**VACANCY ANNOUNCEMENT**

**VA No. UNMIS-GS-09-078**

**VA Issuance Date: 8 November 2009**

**Deadline for Applications: Open**<sup>1</sup>

The United Nations Mission in Sudan is seeking qualified candidates for the following post(s):

<b>Title: Ambulance Driver</b>	<b>Grade: GL – 3</b>	<b>Region (please indicate preference in application): Abyei</b>
<b><i>POST OPEN FOR SUDANESE NATIONALS ONLY</i></b>		
<b><i>Women are strongly encouraged to apply</i></b> <sup>2</sup>		

<sup>1</sup> Vacancy will remain open for at least two weeks, or until it is filled. Preference will be given to internal candidates who are at the same grade as the post being advertised, then to internal candidates one grade below the post, and finally to external candidates.

<sup>2</sup> Equally-qualified female candidates will be given priority for selection (DPKO Under-Secretary General's Policy Statement on Gender Mainstreaming). Candidates wishing to return home are also strongly encouraged to apply.

**Duties and Responsibilities:**

Under the supervision of the Medical Officer, the incumbent is responsible for the performance of following duties:

- Drive the referred patients from the Medical Unit to the required medical facilities from UNMIS, from/to the with the maximum range of safety; to this end being knowledgeable of the locations of the authorized and other hospitals, clinics and emergency rooms in the area.
- Perform minor mechanical repairs on vehicles as required and ensure that the assigned vehicle(s) is kept in top mechanical condition and ready to move immediately in case of emergencies.
- Assist on the routine check-up/ maintenance of the vehicle (s) emergency equipment.
- Assist in collecting and delivering documentation to and from hospitals, UN agencies, local authorities, NGOs and other concerned government offices.
- Assist in duplication of documents and responsible for their distribution to respective UN agencies.
- Liaise with Transport/Dispatch Officer on issues relating to the maintenance of office vehicles including daily entries in vehicle log books and ensure that vehicles are cleaned and refueled.
- Assist with messenger duties that may be required by the Supervisor.
- Provide basic First-Aid assistance when needed, participate in first aid trainings.
- Carries out any other duties assigned by the Medical Officer.

**Competencies:**

**Professionalism:** Demonstrates ability to drive commercial pattern vehicles. Ability to review alternative routes and select most efficient. Excellent knowledge of institutional and local policies and road traffic regulations.

**Commitment to Continuous Learning:** Willingness to learn and keep abreast of new developments in the field.

**Communications:** Excellent communication and customer relations skills. Courteous behavior towards the clients is very important competency for the job.

**Planning & Organizing:** Ability to coordinate work with others, work under pressure of tight and conflicting deadlines and handle concurrent activities.

**Teamwork:** Excellent interpersonal skills, including ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

**Technological awareness:** Knowledge of developments in vehicle transport technology.

**Other:** Ability to operate independently in austere environment for protracted periods.

**Qualifications:**

**Education:** High School diploma or equivalent. Valid driving license for cars, trucks and buses as required. Safe driving record. First-aid training certificate.

**Experience:** Three years professional experience in driving. Prior UN or experience with International agencies or NGOs is considered an asset.

**Language:** Fluency in oral English and Arabic; Knowledge of other languages spoken in Sudan and/or other UN languages is an advantage.

**Other Skills:** Familiarity with medical equipment.

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Candidates should submit with their applications the following documents:

- 1- Cover Letter (letter of motivation or application letter);
- 2- The United Nations Personal History form (P-11);
- 3- Academic Certificate(s) and/or High School/Secondary Diploma;
- 4- Birth Certificate – if not, a combination of (i) Assessment of Age and National Passport or (ii) Assessment of Age and National ID Card (the Assessment of Age on its own is not acceptable);
- 5- Three (3) letters of reference from former employers or academic instructors.
- 6- Internal candidates must submit two (2) most recent performance evaluations.

**By email:**

All applicants are strongly encouraged to apply by e-mail and MUST include ONLY the VA No in the subject line of their email.

E.G: UNMIS-GS-09-078

General Services: [unmis-recruitmentgs@un.org](mailto:unmis-recruitmentgs@un.org)

**By Mail:**

Chief Civilian Personnel Officer, United Nations Mission in Sudan (UNMIS)

Ebeid Khatim Street

Khartoum, 11111,

Sudan

**By Hand:**

UNMIS Headquarters, Khartoum or through the UNMIS Regional Offices in Juba, El Obeid, Malakal, Wau, Rumbek, Kadugli, Ed Damazin, Abyei and Port Sudan

**By Fax:**

Outside Sudan - 00 249 187 086200

Inside Sudan - 0 187 086200