



United Nations Mission in Sudan

UNMIS
VACANCY ANNOUNCEMENT

VA No. UNMIS-GS-11-019**VA Issuance Date: 24 February, 2011****Deadline for Applications: 23 March, 2011**¹

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

<i>Title: Driver (DSRSG/Juba)</i>	<i>Grade: GL-3</i>	<i>Region (please indicate preference in application): Juba (MIS894027)</i>
<i>POSITIONS OPEN FOR SUDANESE NATIONALS ONLY Preferred region should be indicated in the application</i>		

¹ 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.

² 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 direct supervision of the Administrative Assistant to DSRSG/Juba and over supervision of the Personal Assistant to DSRSG/Juba, the incumbent is responsible for the performance of the following duties:

- Provide transportation to DSRSG to various destinations as required;
- Provide transportation to other UN dignitaries as directed;
- Assist in collecting and delivering documentation to and from UN agencies, local authorities, NGOs etc;
- Liaise with Transport/Dispatch Officers on issues relating to the maintenance of office vehicles including daily entries in vehicle log books;
- Ensure that the vehicles are properly and timely maintained;
- Ensure that vehicles are regularly refuelled and cleaned;
- Perform minor mechanical repairs on vehicles as required and ensure that the assigned vehicles are kept in excellent mechanical condition;
- Performs other duties as required.

Competencies:

Professionalism: Ability to manage processes, maintain accurate records in administrative fields.

Planning & Organizing: Ability to plan own work to meet designated deadlines.

Teamwork: Good interpersonal skills. Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Demonstrated ability to develop and maintain effective work relationships with supervisors and colleagues.

Communication: Ability to write in a clear and concise manner and to communicate effectively orally.

Qualifications:

Education: High School diploma. Post-secondary education at college. Valid driving licence for cars, trucks and buses. Safe driving record is an asset.

Experience: At least three (3) years of professional experience in driving. Experience with UN Agencies, NGO, or other International bodies is an added asset.

Languages skills: Fluency in written and spoken English and Arabic are required. Knowledge of Knowledge of other local language spoken in Sudan and/or other UN languages is an advantage.

Other skills: Demonstrate ability to apply good judgment in the context of assignments given. Demonstrate effective organizational skills and ability to handle work in an efficient and timely manner.

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 for external candidates;
- 6- Internal candidates must submit the two (2) most recent performance evaluations (e-PAS).

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. VA No. UNMIS-GS-11-019

General Services: 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, Malakal, Wau, Rumbek, Kadugli, Ed Damazin, Abyei and El Obeid

By Fax:

Outside Sudan - 00 249 187 086200

Inside Sudan - 0 187 086200