



Job title:	Driver
Level:	G2
Position Number:	00140042
Location:	Rabat, Morocco
Full/Part time:	Full-Time
Fixed term/Temporary:	FTA
Rotational/Non Rotational:	Non-Rotational
Duration:	One year (renewable)

The Position:

The Driver provides reliable and safe driving services to CO management, Programme, Operations staff and visitors ensuring the highest standards of discretion and integrity, sense of responsibility, excellent knowledge of protocol and security issues.

The post of Driver is located in the UNFPA Morocco CO and reports to the Administrative & Finance Associate position.

The Driver also demonstrates a client-oriented approach, courtesy, confidentiality, tact and ability to work with people of different national and cultural backgrounds. Additionally, he drives and maintains the office vehicle for transporting authorized personnel and delivery/collection of mail, documents and other items for the UNFPA office.

How you can make a difference:

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's new strategic plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

Major Activities and expected Results:

Sh/e would be responsible for:

- Drives for UN officials and staff. Ensures provision of reliable and safe driving services by a) driving office vehicles for the transport of UN staff, officials and visitors and delivery and collection of mail, documents and other items, and b) meeting official personnel and visitors at the airport including visa and customs formalities arrangement when required.
- Ensures cost-savings through proper use of vehicle through accurate maintenance of daily vehicle logs, provision of inputs to preparation of the vehicle maintenance plans and reports.



- Ensures proper day-to-day maintenance of the assigned vehicle through timely minor repairs, arrangements for major repairs, timely changes of oil, check of tires, brakes and water levels, car washing, etc so that the vehicle is kept clean and in good running condition at all times.
- Ensures proper use of vehicle maintenance plans and assistance in preparing vehicle history report.
- 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
- Ensures that the steps required by rules and regulations are taken in case of involvement in an accident.
- When necessary, translates in local language for the head of the office and/or official personnel using the car.
- Assists office staff in filing, photocopying and maintaining stores when required. Assists in the mailing and distribution of newsletters and publications and arranges to pay office telephone and other bills, as required.
- Performs other tasks as assigned by the supervisor or by the CO management

Qualifications and Experience:

Education:

Completed Secondary Education Level.

Knowledge and Experience:

- Valid driver's license.
- Minimum 2 years work experience as a driver in an international organization, embassy or UN system with a safe driving record.
- Knowledge of driving rules and regulations, chauffeur protocol and courtesies, and local roads and conditions, and defensive driving skills
- Skill in minor vehicle repairs

Languages:

Fluency in French, Arabic, English is an asset

Required Competencies:



<p>Values:</p> <ul style="list-style-type: none"> • Exemplifying integrity, • Demonstrating commitment to UNFPA and the UN system, • Embracing cultural diversity, • Embracing change 	<p>Functional Competencies:</p> <ul style="list-style-type: none"> • Providing logistical support • Managing data • Managing documents, correspondence and reports • Managing information and work flow • Planning, organizing and multitasking
<p>Core Competencies:</p> <ul style="list-style-type: none"> • Achieving results, • Being accountable, • Developing and applying professional expertise/business acumen, • Thinking analytically and strategically, • Working in teams/managing ourselves and our relationships, • Communicating for impact 	

Under UNFPA Work Life Environment:

UNFPA provides a work environment that reflects the values of gender equality, teamwork, embracing diversity in all its forms, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply. UNFPA promotes equal opportunities for all including persons with disabilities.

Under Disclaimer:

WARNING TO APPLICANTS: UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Should you have received a solicitation for the payment of a fee, please disregard it. Furthermore, please note that emblems, logos, names and addresses are easily copied and reproduced. Therefore, you are advised to apply particular care when submitting personal information on the web. Should you feel that you have received a fraudulent notice, letter or offer that makes use of the name or logo of UNFPA, you may submit a report through the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>