



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

I. Post Information

Job Title: **Driver**
Supervisor Title/ Level: **Administrative Assistant/Associate G5/Operations Officer NOB**
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**
4. **Support Role to Teams in the Field**

- **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.

The candidate must possess excellent vehicle reports preparation skills including correctly recording mileage, fuel usage, any notable changes in the performance of the vehicle and faults should be reported immediately for servicing and maintenance of the vehicle.

Must possess technical operational knowledge and skills of the technical performance of the vehicle tracking systems of the vehicles.

- **Support Role to Teams in the Field**

The candidate should be willing to support field teams while on missions with small tasks such as taking photos and informally talking with community members to ascertain community opinions

The candidate should be able to support the team in the field with ongoing programmes such as JRP distributions

The candidate should be able to demonstrate self-management that includes ensuring regular breaks when on long drives and also undertake all appropriate mission preparedness requirements such as TA paperwork

The candidate should be able to demonstrate awareness of vehicle radio use and knowledge of basic security measures

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

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

- Experience and possession of certification in off-road driving and safe driving skills is a **must**.
- 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
- Certification in AV driving is preferred

VII. Recruitment Qualifications

Education:	<p>A secondary education is required, along with a valid driver's license and knowledge of local driving rules and regulations.</p> <p>Possession of a professional driving Licence issued by a recognized institution in Mozambique is a must.</p> <p>Possession of advanced safe driving certificate from a recognized institution in Mozambique.</p> <p>Certification of off-road driving is a must.</p>
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Experience:	<p>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.</p> <p>Existing experience of Cabo Delgado and the cultures is preferred</p> <p>Experience with security awareness and radio use if preferred</p>
Language Requirements:	<p>Fluency in Portuguese and should be able to understand and speak in English is an advantage.</p> <p>Knowledge of local languages in Cabo Delgado is also preferred</p>