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| C:\Users\rnaveed\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\8RXOBJ5Q\unicef.gif | **UNITED NATIONS CHILDREN’S FUND** **GENERIC JOB PROFILE (GJP)** |

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| **I. Post Information** |
| Job Title: **Driver**Supervisor Title/ Level: **Administrative Assistant G5**Organizational Unit: **Operations**Post Location: **UNICEF Bangladesh, Cox’s Bazar Field Office** | Job Level: **G-2**Job Profile No.: CCOG Code:**3C**Functional Code: **TRA**Job Classification Level: **G-2** |

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| 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 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.  |

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| 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 deliveryand 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.Adhere to applicable safety and security regulations, report non-standard situations immediately and follow instructions of supervisor.Implement field trips to the camp area in accordance with UNDSS advisory and authorized route.* **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, andnecessary spare parts in the assigned vehicle; keeps track of insurance and other taxformalities |

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| 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.  |

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| **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. |

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| 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
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| **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: | Knowledge of English and Bangla language is required |

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| **Approvals** | **Name** | **Signature & Date** |
| ***Supervisor of the post*** *Confirms by signing:* *1) that the JD describes the responsibilities and requirements of the post;**2) that the funds are available to fill the post* |  |  |
| ***Chief of Section or Field Office*** |  |  |
| ***Chief Human Resources*** |  |  |
| ***Chief of Field Services*** *(If applicable)* |  |  |
| ***Deputy Representative Programme*** |  |  |
| ***Representative*** |  |  |

**Child Safeguarding Certification**

**(to be completed by Supervisor of the post)**

[Child Safeguarding](https://unicef.sharepoint.com/teams/DHR-TalentAcquisition/DocumentLibrary1/Forms/AllItems.aspx?id=/teams/DHR-TalentAcquisition/DocumentLibrary1/Child%20Safeguarding%20Risk%20Roles%20Assessment_finalversion.pdf&parent=/teams/DHR-TalentAcquisition/DocumentLibrary1) refers to proactive measures taken to limit direct and indirect collateral risks of harm to children, arising from UNICEF’s work or UNICEF personnel. Effective 01 January 2021, Child Safeguarding Certification is required for all recruitments.

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| 1.Is this position considered as "elevated risk role" from a child safeguarding perspective?\* If yes, check all that apply below.  | ☐ Yes ☐ No |
| 2a. Is this a Direct\* contact role?2b. If yes, in a typical month, will the post incumbent spend more than 5 hours of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel.*\*“Direct” contact that is either face-to-face, or by remote communicate, but it does not include communication that is moderated and relayed by another person.*  | ☐ Yes ☐ No☐ Yes ☐ No |
| 3a. Is this a Child data role? \*:3b. If yes, in a typical month, will the incumbent spend more than 5 hours manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos)*\* “Personally-identifiable information”, in this context, means any information relating to a child who can be identified, directly or indirectly, by an identifier like a name, ID number, location data, photograph, etc. This is a “child data role”.* | ☐ Yes ☐ No☐ Yes ☐ No |
| 4. Is this a Safeguarding response role\**\*Representative; Deputy representative; Chief of Field Office; the most senior Child Protection role in the office; any focal point that the office designated for Child Safeguarding; Investigator (Office of Internal Audit and Investigations*  | ☐ Yes ☐ No |
| 5. Is this an Assessed risk role\*? *\*The incumbent will engage with particularly vulnerable children[[1]](#footnote-1); or Measures to manage other safeguarding risks are considered unlikely to be effective[[2]](#footnote-2).* | ☐ Yes ☐ No |

1. Common sources or signals of additional vulnerability may include but are not limited to: age of the child (very young children); disability of the child; criminal victimization of the child; children who committed offences; harmful conduct by the children to themselves or others; lack of adequate parental care of the children; exposure of the children to domestic violence; a humanitarian context; a migrant (refugee/asylum-seeking/IDP) context. No ‘baseline’ vulnerability will be set. Hiring Managers will need to use judgment, taking into consideration the implications that follow from an assessed risk role (additional vetting scrutiny, training). [↑](#footnote-ref-1)
2. i.e. the role-risk will be compounded by other residual risks. [↑](#footnote-ref-2)