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

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| **I. Post Information** |
| Job Title: **Driver, Post # 1868**Supervisor Title/ Level: **Administrative Assistant G5, Post # 108635**Organizational Unit: **Operations**Post Location: **Jakarta, Indonesia** | 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 Job Profile of the Driver at the G-2 level, is to be used in a UNICEF country office. **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
4. Timely and effective transportation support services provided to UNICEF staff and other authorized personnel.
	* Drives office vehicles for the transport of the UNICEF Jakarta authorized personnel and delivery and collection of mail, documents, and other items as required.
	* Responsible for the day-to-day management of office fleet of vehicles.
	* Arranges minor repairs on office vehicles when required to keep vehicles in good running condition. Ensures that vehicles are kept clean. Report to supervisor on major defects and arranges repairs. Collects price quotations of vehicle repair from workshops. Reports on satisfactory repairs.
	* Compiles and maintains monthly reports on fuel consumption and routinely submit them to supervisor to reconcile with kilometres driven. Logs official trips, daily mileage, gas consumption, oil changes, greasing etc.
	* Meets official personnel at the airport and facilitates immigration and customs facilities.
	* Collects and delivers mail or documents, when required.
	* Ensures that the steps required by rules and regulations are taken, in case of involvement in an accident.
	* Maintain daily transportation schedule.
	* Assist in the processing and delivery of documents in relation to vehicle registration for duty and non-duty vehicles
5. Professional image projected through in-person interaction. Discretion exercised with programme information and sensitive materials.
	* Facilitates airport protocol and formalities for VIP visits as required;
	* Establishes follow-up system of actions taken and reports to the supervisor.
6. Assignments of additional duties and responsibilities are effectively performed**.**
* Performs any additional assignments as requested by the supervisor.
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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. Competencies and level of proficiency required (please base on UNICEF Competency Profiles) |
| **Core Values** * Care
* Respect
* Integrity
* Trust
* Accountability
 | **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: | Fluency of the local language of the duty station as well as proficiency in English is required.  |