



## UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB PROFILE (SJP)

### I. Post Information

Job Title: <b>Senior Driver</b> Supervisor Title/ Level: <b>Administrative Associate G6</b> Organizational Unit: <b>Operations</b> Post Location: <b>Freetown</b>	Job Level: <b>G-3</b> Job Profile No.1167 CCOG Code:b3C Functional Code: <b>TRA</b> Job Classification Level: <b>G-3</b>
--	--

### II. Job 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 Senior Driver reports directly to the Administrative Associate Fleet (G6), and provides reliable and safe driving services to the **Head of Office**, 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 Senior 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. **Administrative Support**

#### Reliable and safe driving services for staff and officials

- Drives the Head of the Office, senior UN staff and high-ranking UN officials and visitors, ensuring provision of reliable and safe driving services.

- Meets senior 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 always kept in good running condition through addressing minor repairs, making arrangements for major repairs, timely changes of oil, check of tires, brakes, water levels, and car washing.
- Maintain records of vehicle usage, fuel consumption, mileage, and other relevant information.
- Report to Supervisor for the maintenance and repairs of assigned vehicle, ensuring that the vehicle is always kept clean.

#### **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.

#### **Administrative Support:**

- Coordinate and assign drivers for local township runs and general office support when not driving.
- Coordinate with the Administrative Associate to plan and manage daily transport schedules.
- Maintain effective communication with passengers and staff, demonstrating courteous and respectful behavior.
- Ensure that all UNICEF vehicles have safety equipment and must be MOSS compliant.

## **IV. Impact of Results**

The efficiency and efficacy of the support provided by the Senior 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

### **ii) 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)

## 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.

## VII. Recruitment Qualifications

Education	<ul style="list-style-type: none"><li>• A secondary education is required, along with a valid driver's license and knowledge of local driving rules and regulations.</li><li>• For this position, a bachelor's degree from a recognized academic institution in a relevant field may replace two years of related work experience.</li><li>• Additional technical training in vehicle maintenance and repairs is an asset.</li></ul>
Experience:	<ul style="list-style-type: none"><li>• A minimum of three years of work experience as a driver in an international organization, embassy or UN system with a safe driving record is required.</li></ul>
Language Requirements:	<ul style="list-style-type: none"><li>• Fluency in English is required. Knowledge of local language is an asset.</li></ul>