

**UNICEF Mexico Country Office  
Temporary Appointment  
Terms of Reference [TOR]**

<b>Post Title</b>	<b>Driver</b>	<b>Post Level</b>	GS-2
<b>Supervisor's title</b>	Programme Associate	<b>Supervisor's Level</b>	GS-6
<b>Contract duration</b>	364 days	<b>Duty Station</b>	Tapachula

**JOB ORGANIZATIONAL CONTEXT AND PURPOSE FOR THE JOB**

UNICEF on the southern border, collaborates with local authorities in actions aimed at the protection of children, adolescents and their families who travel and live in this part of the south, which is why this position will support driving services of international staff within the State of Chiapas (region: Soconusco, Istmo-Costa, Altos, Maya), Oaxaca, Tabasco, and when it is required to move to another State for Emergency reasons.

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.

For more information related to the work of our organization in Mexico, please visit our website: [UNICEF Mexico](#) and our latest

**KEY FUNCTIONS, ACCOUNTABILITIES AND RELATED DUTIES AND TASKS**

- 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.

Ensure that the driver himself/ herself and all onboard passengers are always wearing seat belts without exception. Do not start the engine until everyone's seat belt is fastened. If any passenger refuses to wear the seatbelt, drivers are required to contact the supervisor.

Respect local traffic laws, regulations, signs and signals; exercise proper caution; and avoid taking unwarranted risks that endanger their safety and security or that others.

Maintain the highest level of conduct on the road under all circumstances; always drive with due care and with due consideration for other road users and pedestrians

- Maintenance of assigned vehicle

Ensures vehicle is kept in good running condition at all times, making arrangements for major repairs, timely changes of oil, check of tires, brakes, water levels, and car washing; ensure the stock emergency backpack.

Report immediately all defects in the vehicle and/ or its safety-related equipment and tools to the supervisor.

- Documentation of vehicle related information.

Ensures availability of all the required documents/supplies including vehicle insurance, vehicle registration, office directory, map of the city/country, first aid kit, and necessary spare parts in the assigned vehicle; keeps track of insurance and other apps (PASE).

- Administrative activities

Supports capacity development activities, conferences and meetings, ensure courier services to deliver messages, packages or mail local or international, minor acquisitions.

**DELIVERABLES / OUTPUT**

1. Reliable and safe driving services for staff and officials
2. Maintenance of assigned vehicle
3. Documentation of vehicle-related information
4. Administrative activities

**REQUIRED QUALIFICATIONS**

<b>Education</b>	<ul style="list-style-type: none"> <li>▪ A secondary education (high school) is required and a license and knowledge of local driving rules and regulations.</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>▪ A minimum of two years of work experience as a driver, preferably in an international organization, embassy or UN system with a safe driving record is required.</li> </ul>
<b>Languages</b>	<ul style="list-style-type: none"> <li>▪ Fluency in Spanish is required, and knowledge of English will be considered an asset, but it is not mandatory.</li> </ul>

**UNICEF VALUES AND COMPETENCY REQUIRED (BASED ON THE UPDATED FRAMEWORK)**

Core values of care, respect, integrity, trust, and accountability.

UNICEF competencies required for this post are:

- (1) Builds and maintains partnerships (2) Demonstrates self-awareness and ethical awareness (3) Drive to achieve results for impact (4) Innovates and embraces change (5) Manages ambiguity and complexity (6) Thinks and acts strategically (7) Works collaboratively with others

**(8) Nurtures, and, leads and manages people.** (Only staff with supervisory Responsibilities)

[UNICEF is committed to diversity and inclusion within its workforce](#), and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization.

We offer a [wide range of benefits to our staff](#), including paid parental leave, breastfeeding breaks, and reasonable accommodation for persons with disabilities. UNICEF strongly encourages the use of flexible working arrangements.

UNICEF has a zero-tolerance policy on conduct incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority, and discrimination. UNICEF also adheres to strict child safeguarding principles. All selected candidates will be expected to adhere to these standards and principles and will therefore undergo rigorous reference and background checks. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.