

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

Post Title	Driver	Post Level	GS-2
Supervisor's title	Administrative Officer	Supervisor's Level	NO-1
Contract duration	364 days	Duty Station	Mexico City, Mexico

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 programmes, 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 fulfil 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.

UNICEF Mexico is a medium-sized Country Office now expanding its operations through the north and south borders embarking on a bigger humanitarian action and response, whereby the needs for supply and human resources have increased and the central team requires additional support to fulfill their objectives and help UNICEF achieve its goals.

The Mexico Country Office has been facing significant changes throughout the last four years of the current Country Programme Document (CPD), especially regarding children and adolescents impacted by the COVID-19 pandemic and the growing demands related to the migratory situation. These challenges need to be addressed by a solid operations team that supports all business areas in delivering for children with quality and efficiency. 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, a 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 [Annual Report 2022: Informe Anual 2022 UNICEF México](#)

KEY FUNCTIONS, ACCOUNTABILITIES AND RELATED DUTIES AND TASKS

- Reliable and safe driving services for staff and officials
- Maintenance of assigned vehicle
- 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 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.

DELIVERABLES / OUTPUT

- Daily logbook records.
- Weekly-Monthly report of routes based on the logbook.
- Daily inspection of the unit in charge.
- Webfleet tool update.
- Daily cleaning and overall optimum maintenance of vehicles.
- Other administrative deliverables to be determined.
- Vehicle to be up to date on services, insurance, verification, gasoline, road taxes.

REQUIRED QUALIFICATIONS

Education	<ul style="list-style-type: none"> ▪ A secondary education (high school certificate) is required and a valid driver license in the country. ▪ Safe driving certifications from recognized organizations/institutions, including those related to the UN System are an asset.
Work Experience	<ul style="list-style-type: none"> ▪ At least two years of work experience as a driver. ▪ Safe driving record is required. ▪ Knowledge of local driving rules and regulations is required. ▪ Basic Proficiency of Computer skills such as Word, Mail and other tools ▪ Developing country work experience and/or familiarity with emergencies is an asset.
Others	

	<ul style="list-style-type: none"> ▪ Basic Maintenance and repair knowledge desired. ▪ Experience in an international organization, embassy, or UN system. ▪ Must be willing to work Flexible hours and days. ▪ Basic Administrative Knowledge. ▪ In depth knowledge of local city geography, route navigations
Languages	<ul style="list-style-type: none"> ▪ Fluency in Spanish is required. ▪ Knowledge of any level of English (basic, intermediate, proficient, fluent) will be considered an asset, but it is not mandatory.

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

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

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

[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.