

**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>	Field Support Specialist	<b>Supervisor's Level</b>	NO-3
<b>Contract duration</b>	6 months	<b>Duty Station</b>	Acapulco

**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 México has had a programmatic presence in the state of Guerrero since 2018, mostly in the areas of Child Protection and Education. In 2022, UNICEF Representative and the Governor of Guerrero signed a Memorandum of Understanding and work plans have been developed with several secretaries since then.

On October 25, Hurricane Otis made landfall on the Mexican Pacific coast as a Category 5 hurricane, impacting with greatest force in Acapulco and Coyuca de Benítez and five other municipalities of Guerrero state. On October 30, the Mexican government declared a state of emergency, officially concluding on November 9 and launching a recovery phase through the "General Plan for Reconstruction and Support for the Population Affected in Acapulco and Coyuca de Benítez by Hurricane Otis". Since October 28 UNICEF deployed a team to assess the situation and coordinate the response with the local and national authorities. Since November 5, UNICEF has been on the field with child-friendly spaces, a mobile medical unit, psychosocial, nutrition, and WASH services and kits, and through a multidisciplinary team seconded to the local child protection authority. UNICEF is currently developing a reconstruction plan and is looking for a Field Support Specialist to lead its programme and team in the state.

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.

KEY FUNCTIONS, ACCOUNTABILITIES AND RELATED DUTIES AND TASKS	
<ul style="list-style-type: none"> <li>▪ Reliable and safe driving services for staff and officials</li> </ul> <p>Drives office vehicles for the transport of UN staff, officials, visitors and delivery and collection of mail, documents and other items.</p> <p>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 Tapa-seatbelt, drivers are required to contact the supervisor.</p> <p>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.</p> <p>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</p>	
<ul style="list-style-type: none"> <li>▪ Maintenance of assigned vehicle</li> </ul> <p>Ensures vehicle is always kept in good running condition, making arrangements for major repairs, timely changes of oil, check of tires, brakes, water levels, and car washing; ensure the stock emergency backpack.</p> <p>Reports all defects in the vehicle and/ or its safety-related equipment and tools to the Supervisor immediately.</p>	
<ul style="list-style-type: none"> <li>▪ Documentation of vehicle related information.</li> </ul> <p>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).</p>	
<ul style="list-style-type: none"> <li>▪ Administrative activities</li> </ul> <p>Supports capacity development activities, conferences and meetings, ensures courier services to deliver messages, packages or mail local or international, minor acquisitions.</p>	
DELIVERABLES / OUTPUT	
<ol style="list-style-type: none"> <li>1. Reliable and safe driving services for staff and officials</li> <li>2. Maintenance of assigned vehicle</li> <li>3. Documentation of vehicle-related information</li> <li>4. Administrative activities</li> </ol>	
REQUIRED QUALIFICATIONS	
Education	<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>At least 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, 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.