

Request for use of a GJP

unicef



FOR COMPLETION BY REQUESTING DEPARTMENT

Post/Case No: MAM18036	Establishment of a New Post: <input checked="" type="checkbox"/>	Upgrade/Downgrade of an Existing Post: <input type="checkbox"/>	Change in Title of an Existing Post: <input type="checkbox"/>	Change in Reporting Line of an Existing Post: <input type="checkbox"/>	JD not classified for over five years: <input type="checkbox"/>
Department/Field Office: Myitkyina, Kachin Field Office		GJP Official Title: Driver			GJP Grade: GS02

Organizational Title Request: (if any)**Section:** Field Services**Unit:** Kachin Field Office**Duty Station:** Myitkyina, Kachin, Myanmar

(Please attach a current organization chart clearly identifying GJP post assignment and clearly indicating supervisory responsibilities if applicable)

Basic Purpose of Position (please outline what does this position contribute to achieving the overall goals of the unit/section in 3-4 lines or less):

The field driver is responsible for providing reliable and safe driving services for UNICEF staff and guests to undertake travel that supports the implementation of UNICEF programmes and policies in the Field Office's area of operations.

Key Results Expected (only if in addition to what is on the GJP, please indicate in bullet format 3-5 key activities performed by the position):

- Accident reports prepared in the case of an accident and all necessary steps followed according to rules and regulations
-
-
-

Supplemental Recruitment Requirements (additional to those contained in the GJP only):

- Experience of working in Kachin State an asset.
- Fluency in a language local to Kachin State is required, with ability to speak in additional local languages an asset.
-

Signature:

The following attest to the accuracy of the above statements and to the valid management need for this position and the association of the attached GJP:

	Title:	Name:	Signature:	Date:
Supervisor:	Administrative Assistant	Ja Seng	Rebecca Pankhurst	5/5/17
Head of Office:	Representative	Bertrand Bainvel	Paul Edwards, OIC	5/5/17

FOR COMPLETION BY DHR ONLY

APPROVED: NOT APPROVED:

Title:	Name:	Signature:	Date:

Comments:



UNITED NATIONS CHILDREN'S FUND
GENERIC JOB PROFILE

I. Post Information

Job Title: **Driver, MAM18036**
Supervisor Title/ Level: **Administrative Assistant,
268504**
Organizational Unit: **Field Services**
Post Location: **Myitkyina**

Job Level: **G-2**
Job Profile No.:
CCOG Code:
Functional Code:
Job Classification Level:

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

The Driver Generic Job Profile, at the G-2 level, is to be used in a UNICEF country office and reports to the Chief of Operations or Operations/Administrative Manager who is at level 3/4/5 or an administrative assistant who is at the G-5/G-6 level.

Purpose for the job

Under the supervision of the Administrative Assistant, the Driver, at the G-2 level, provides reliable and safe driving services, ensuring 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.

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**

▪ **Reliable and safe driving services for staff and officials**

Drives office vehicles for the transport of UN staff, officials and visitors and delivery and collection of mail, documents and other items, and meeting official personnel and visitors at the airport and may include assisting with basic visa and customs formalities 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

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.

V. Competencies and level of proficiency required (please base on UNICEF Competency Profiles)

Core Values

- Commitment
- Diversity and inclusion
- Integrity

Core competencies

- Communication (I)
- Working with people (I)
- Drive for Results (I)

Functional Competencies:

- Analyzing (I)
- Learning and Researching (I)
- Planning and Organizing (I)
- Following Instructions and Procedures (I)

VI. Recruitment Qualifications

Education:

Secondary Education; a valid driver's license and knowledge of local driving rules and regulations.

Experience:

Two years of work experience as a driver in an international organization, embassy or UN system with a safe driving record.

Language Requirements:

Fluency of the local language of the duty station as well as proficiency in English.

VII. Signatures- Job Description Certification

Name: Ja Seng

Rebecca Pankhurst

Signature



Date 5/5/17

Title: Administrative Assistant

Name: Bertrand Bainvel

Paul Edwards, OIC

Signature



Date 5/5/17

Title: Head of Office