

INTERNAL VACANCY ANNOUNCEMENT REF. No. 580871

Post title:	Driver Open to the nationals of Armenia only
Category/Grade:	GS2
Closing Date for Applications:	15 April 2025
Type of Appointment:	One-year full time FIXED-TERM APPOINTMENT administered under the provisions of the UN Rules and Regulations

For every child, a champion

UNICEF works in some of the world's toughest places, to reach the world's most disadvantaged children. To save their lives. To defend their rights. To help them fulfill their potential.

Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone.

And we never give up.

How can you make a difference?

UNICEF Armenia CO is looking for a self-motivated, committed, and experienced Driver who will provide 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 reports to the Administrative Associate and demonstrates a client-oriented approach, high sense of responsibility, courtesy, tact and the ability to work with people of different national and cultural backgrounds.

Major Duties and Responsibilities

1. 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.

2. 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.

3. 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

4. Performs other related duties, as required

To qualify as an advocate for every child you will have...

Education:

- A secondary education is required, along with a valid driver's license and knowledge of local driving rules and regulations.

Experience:

- A minimum of two years of work experience as a driver with a safe driving record is required;
- Experience of driving vehicle with a manual transmission is an asset;
- Experience working in a UN agency or other international organization is considered as an asset;
- Developing country work experience and/or familiarity with emergency is considered an asset.

Languages:

- Fluency in Armenian and English is required. Knowledge of another official UN language, such as Russian, is an asset.

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

For every Child, you demonstrate...

UNICEF's Core Values of Care, Respect, Integrity, Trust and Accountability and Sustainability (CRITAS) underpin everything we do and how we do it.

Get acquainted with Our Values Charter: <https://uni.cf/UNICEFValues>

The core competencies required for this post are:

- 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)
- Drives to achieve impactful results (1)
- Manages ambiguity and complexity (1)

Application Procedures: All qualified applicants are strongly encouraged to apply online, using the UNICEF E-Recruitment system and following the online application link.

Remarks:

UNICEF's active commitment towards diversity and inclusion is critical to deliver the best results for children. For this position, eligible and suitable persons living with disabilities are encouraged to apply to become a part of the organization.

Applications are required to be submitted in English. Incomplete applications will not be considered. Only shortlisted candidates will be contacted and advance to the next stage of the selection process.

UNICEF appointments are subject to medical clearance. Issuance of a visa by the host country of the duty station, which will be facilitated by UNICEF, is required for IP positions. Appointments are also subject to inoculation (vaccination) requirements, including against SARS-CoV-2 (Covid). Government employees that are considered for employment with UNICEF are normally required to resign from their government before taking up an assignment with UNICEF. UNICEF reserves the right to withdraw an offer of appointment, without compensation, if a visa or medical clearance is not obtained, or necessary inoculation requirements are not met, within a reasonable period for any reason.