

The United Nations Development Programme (UNDP) is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in 166 countries, working with them on their own solutions to global and national development challenges. As they develop local capacity, they draw on the people of UNDP and our wide range of partners.



Vacancy Announcement

Post title: Office of the Quartet Representative (OQR) Driver
Vacancies: 2
Duration: 12 months (renewable for another 4 months upon performance and budget availability)
Duty station: Jerusalem, with frequent travels to the West Bank, Israel and Gaza
Supervisor: Security Coordination Officer (SCR)
Deadline: 19 October 2007

Duties and Responsibilities:

Under the overall guidance of the Chief Security Advisor (CSA) and the direct supervision of the Security Coordinator Officer (SCR), the driver is expected to:

- Ensure provision of reliable and secure driving services by driving a variety of armored office vehicles for the transport of VIPs accompanied by Close Protection Officers within the mission area (Israel, West Bank, Gaza Strip);
- Ensure that all safety measures are followed to safeguard the security of the VIP;
- Ensure cost-savings through proper use of vehicle through accurate maintenance of daily vehicle logs, provision of inputs to preparation of the vehicle maintenance plans and reports;
- Ensure proper day-to-day maintenance of the assigned vehicle through timely minor repairs, arrangements for major repairs, timely changes of oil, check of tires, brakes, car washing, etc.;
- Ensure availability of all the required documents/supplies including vehicle insurance, vehicle logs, office directory, map of the city/country, first aid kit, necessary spare parts;
- Ensure that all immediate actions required by rules and regulations are taken in case of involvement in accidents;
- Provide administrative support functions to SCR/OQR/CSA/UNDSS as needed;
- Work according to a roster schedule set up by the SCR;
- Perform any other related tasks as maybe assigned.

Competencies:

- Is conscientious and efficient in meeting commitments, observing deadlines and achieving results.
- Works effectively with people from all backgrounds.
- Works collaboratively with colleagues to achieve organizational goals.
- Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view.
- Places team agenda before personal agenda.

Qualifications:

- Secondary Education.
- Valid Public Driving License, Category C.
- Minimum of 2 years experience as a driver of armored vehicles.
- Safe Driving Record.
- Knowledge of driving rules and regulations.
- Skills in minor vehicle repair.
- Proficiency in English language, oral. Knowledge of Arabic/Hebrew language is an asset.
- Experience with UN or International Organizations is an asset.
- Ability to travel without restrictions in the mission area (Israel, West Bank, Gaza Strip).

To Apply:

Interested candidates should send their CV to the UNDP/PAPP Office in Jerusalem, specifying the position: OQR Drivers or by fax to 02-6268239.
Deadline: 19 October 2007

"UNDP/PAPP is an equal opportunity employer: applications from men and women will be considered equally"