



UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR) VACANCY ANNOUNCEMENT

Title of Position Number of Position	Driver	Category/grade	GS-2
Type of contract	Temporary Appointment (TA)	Length of Contract	Six (6) months
Location	Field Unit Santa Elena, Petén (FUPET)	Date of Issue	13 septembre 2021
Effective date of assignment	Inmediata	Closing Date	26 septembre 2021

Organizational Setting and Work Relationships

The Driver in the UNHCR Office is normally supervised directly by the Administrative Officer/Associate/Assistant or another staff member when the scale of the Operation so requires it. Besides driving, the incumbent is responsible for upkeep and maintenance of the assigned UNHCR vehicle(s) as per technical guidance and specifications established by the Organisation. S/he is required to follow strict instructions and security guidance provided by the supervisor. While the basic function of a driver is to drive the official vehicles of UNHCR, s/he may be called upon to perform minor maintenance and repair of UNHCR vehicles.

The Driver has regular contacts with staff within the UNHCR Office and with others (including Partners, government authorities, etc.) outside UNHCR involving a limited exchange of information.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

Duties and responsibilities

- Drive UNHCR vehicles for the transport of authorized passengers, deliver, and collect documents and other items.
- Meet official personnel at airports or other locations and facilitate immigration and customs formalities as required.
- Perform day-to-day maintenance of the assigned vehicles; check oil, water, battery, brakes, tires, etc. and ensure that the assigned UNHCR vehicles are road or waterway worthy and maintained up to the established security standards.
- Perform minor repairs, arrange for other repairs, and ensure that the vehicle is kept clean.
- Ensure that the steps required by rules and regulations, or other local procedures, are taken in case of involvement in an accident.
- Log official trips, daily mileage, gas consumption, oil changes, greasing, etc.
- Ensure that instructions and security guidance provided by the supervisor and security focal point are strictly followed.
- Ensures valid documentation for passengers, items or cargo in vehicle.
- Perform other related duties as required.

Minimum qualifications required

Education & Professional Work Experience

Years of Experience / Degree Level

For G2D - 2 years relevant experience with Completion of Primary Education or High School Diploma or higher

Certificates and/or Licenses

**Driving Licences;*

(Certificates and Licenses marked with an asterisk* are essential)

Relevant Job Experience

Essential

Driving licence, knowledge of driving rules and regulations.

Functional Skills

** DV-Driving Rules and Regulations;*

DV-Basic Vehicle Mechanical Skills;

(Functional Skills marked with an asterisk* are essential)

Language Requirements

For General Service jobs: Knowledge of English and/or UN working language of the duty station if not English.

Eligibility

This position is open to applications from Group 1, Group 2 and all external candidates, provided that requirements regarding professional experience, academic qualifications, language, etc. are fulfilled.

TO THE ATTENTION OF EXTERNAL CANDIDATES: External candidates must be legally present in Guatemala at the time of application, recruitment, and hire. Non-Guatemalan citizens are required to submit a valid Guatemalan residence permit to be considered.

Your application will NOT be considered if;

- The application form is not duly filled.
- The questionnaire at the end of the application form is not answered. (for external candidates)
- A valid residence permit is not attached to the application. (for non-Guatemalan external candidates only)

Duration of Appointment

This is a Temporary Position (6-month duration with the possibility of extension pending confirmation of a budget allocation)

Submission of applications

If you wish to be considered for this vacancy, please submit your letter of motivation, signed [Personal History Form \(PHF Form\)](#) and [Supplementary Sheet](#) signed and in pdf format by e-mail clearly stating the position title and vacancy number (VN) and your Last Name in the subject line to: guaguavacancies@unhcr.org by the closing date, 26/09/2021. No late or incomplete applications will be considered.

Shortlisted candidates will be required to sit for a test and will undertake a competency-based interview. Only shortlisted candidates will be notified. No late applications will be accepted.

UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing, or any other fees).

UNHCR strongly encourages qualified female applicants to apply. UNHCR seeks to ensure that male and female employees are given equal career opportunities.

UNHCR is committed to achieving workforce diversity in terms gender, disability, marital or civil partnership status, race, colour, or ethnic and national origins, religion or belief, or sexual orientation. All applications will be treated with the strictest confidentiality.