

**United Nations High Commissioner for Refugees (UNHCR)
Branch Office Damascus, Syria**

**Vacancy Announcement No. UNHCR/VN/ 2018/104
Internal/ External Circulation**

Position Title: Driver (2 positions)	Position Level: G2	Date Issued: 18/12/2018
Positions No.: 10030468 & 10030469	Report To: Admin/ Finance Associate	Closing Date: 01/01/2019
Section/ Unit: Sub-Office Aleppo	Duty Stations: Aleppo	Contractual Status: Fixed-Term Appointment

Availability of the Post: Immediately

Accountability

- Assigned UNHCR vehicles are properly maintained and equipped as per technical guidance and specifications established by the Organisation.
- Local traffic rules and regulations are strictly observed.
- Instructions and security guidance provided by the supervisor and security focal point are strictly followed by the Driver and the passengers during the journey.

Duties and Responsibilities:

- Drive UNHCR vehicles for the transport of authorized passengers and delivery and collection of mail, documents, UNHCR pouch and other items.
- Meet official personnel at the airport 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 worthy and maintained up to the established security standards.
- Perform minor repairs and arrange for other repairs and ensure that the vehicle is kept clean.
- Ensure that the steps required by rules and regulations are taken in case of involvement in accident.
- Log official trips, daily mileage, gas consumption, oil changes, greasing, etc.
- Perform other related duties as required.

Authority

- Drive the vehicle only when his/her safety or security is not at risk.
- Ask the passenger about the destination of the journey and route.
- Decline to drive passengers not authorized to be in a UNHCR vehicle.

Qualification Required

Education and Skills:

- Education: Completion of Primary Education or equivalent technical or commercial school.
- Driving licence, knowledge of driving rules and regulations and skills in minor vehicle repair.

Experience:

- Job experience: Minimum 2 years of previous job experience relevant to the function.

Languages:

- Fluency in English and Arabic.

Desirable Qualification

- Mechanical skills.

Please apply in writing by completing and signing the Personal History Form (as per link below) and including an up to date CV as well as your motivation letter. Please also indicate the following vacancy announcement number, position title and location: **UNHCR/VN/2018/104, Driver, Aleppo**

All applications must be submitted by e-mail to: SYRDAHUMANRES@unhcr.org indicating the vacancy number. No hard copies (paper applications) will be accepted.

Applications received will not be acknowledged, only the successful candidates will be notified of the outcome of the competitive process, and will be invited for a written test and an interview.

Non Syrian Arabs must attach their valid residence permit as well as a valid work permit. Applications received without these documents will not be considered.

A Personal History Form is attached for ease of reference and can also be downloaded from the following link: <http://www.unhcr.org/recruit/p11new.doc>

Please note that the Personal History Form is mandatory and must be SIGNED by the applicant.

Distribution:

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