



# United Nations Population Fund

## Job Description

Job Title	National Post: Drive
Location	Damascus, Syria
Full/Part Time	Full-time

**How to Apply:** Interested and qualified candidates can apply through: [Link to submit your application](#)

### Rotation

This post is non-rotational.

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### Background Information

PLEASE NOTE THAT THIS VACANCY IS OPEN ONLY TO NATIONALS OF SYRIA.

**Closing Date:** 26 December 2023

**Contract type:** Fixed Term Appointment

**Duty Station:** Damascus, Syria

**Duration:** One Year

**Supervisory arrangements:** The post of Driver is located in the UNFPA Damascus country office and reports to the Fleet Management Assistant.

### Job Purpose:

The Driver provides reliable and safe driving services to UN officials and visitors ensuring the highest standards of discretion and integrity, sense of responsibility, excellent knowledge of protocol and security issues. The Driver also demonstrates a client-oriented approach, courtesy, confidentiality, tact and ability to work with people of different national and cultural backgrounds. Additionally, s/he drives the office vehicle for transporting authorized personnel and delivery/collection of mail, documents and other items for the UNFPA office.

### Tasks and Responsibilities:

- Drives for UN officials and staff. Ensures provision of reliable and safe driving services by a) driving office vehicles for the transport of UN staff, officials and visitors and delivery and collection of mail, documents

and other items, and b) meeting official personnel and visitors at the airport including visa and customs formalities arrangement when required.

- Ensures 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.
- Ensures 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 and water levels, car washing, etc so that the vehicle is kept clean and in good running condition at all times.
- Ensures proper use of vehicle maintenance plans and assistance in preparing vehicle history report.
- 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
- Ensures that the steps required by rules and regulations are taken in case of involvement in an accident.
- When necessary, translates in local language for the head of the office and/or official personnel using the car.
- Assists office staff in filing, photocopying and maintaining stores when required. Assists in the mailing and distribution of newsletters and publications and arranges to pay office telephone and other bills, as required.
- Performs other tasks as assigned by the supervisor

#### **Education and Experience:**

**Education:** Completed Secondary Level education.

#### **Knowledge and Experience:**

- Valid driver's license
- Two years' work experience as a driver in an international organization, embassy or UN system with a safe driving record.
- Knowledge of driving rules and regulations, chauffeur protocol and courtesies, and local roads and conditions
- Skills in minor vehicle repairs

**Languages:** Fluency in Arabic; basic knowledge of English required

Open to Syrian nationals only.

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Due to the volume of applications received, only shortlisted candidates will be contacted for an interview