

**Branded Vacancy Announcement Template**

**Title:**

Driver, GS-2, Qamishli, Syria, MENA Region #91904 (Fixed Term)

**Advertising Summary:**

UNICEF Syria in Qamishli is looking for a driver to 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.

He/ she should demonstrate a client-oriented approach, high sense of responsibility, courtesy, tact, and the ability to work with people of different national and cultural backgrounds.

**Advertising text:**

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.

**For every child, peace**

UNICEF Syria was established in 1970 and has been working with partners to help empower children to fully claim and enjoy their rights under the Convention on the Rights of the Child.

UNICEF works with partners across Syria to deliver supplies, services, and expertise in areas of Child Protection, Education, Health, Nutrition, Water, Hygiene and Sanitation for every child. UNICEF also provides humanitarian assistance when needed.

Syria continues to face one of the most complex emergencies in the world. Unprecedented humanitarian needs are compounded by displacement inside the country and across its borders, extensive destruction of civilian and social services infrastructure, devastating impacts on the economy, and most importantly, the breakdown of the social fabric that stitched the country together for decades.

Today, 90% of people in Syria live in poverty, most are unable to make ends meet or bring food to the table. Families have had their resources depleted, with limited employment opportunities, skyrocketing prices, and shortage of basic supplies. For most people, the current socio-economic challenges represent some of the harshest and most challenging circumstances they have faced since the beginning of the crisis 11 years ago.

In 2024, 16.7 million people need humanitarian assistance. This is the highest number of people in need ever recorded in Syria since 2011. The number of children in need - more than 6.5 million – has increased by seven per cent in the past year alone. This is largely due the ongoing conflict, continued displacements, the unprecedented economic crisis, deepening poverty, and unemployment. The COVID-19 pandemic, the hike in price of commodities triggered by the overall global economic situation and the impact of sanctions are further compounding the dire situation.

For information of the work of our organization, please visit our website: [UNICEF Syria](#)

### **How can you make a difference?**

Under the general supervision of the Chief, Field Office and direct supervision of Senior Operations Associate in Qamishli, the recruited driver will perform driver duties and responsibilities through providing reliable and safe driving services, ensuring 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 demonstrates a client-oriented approach, high sense of responsibility, courtesy, tact and the ability to work with people of different national and cultural backgrounds.

The area of responsibility is covering three Governates (Al Hassaka, Der Ezzor & Ar Raqqa). The job demands frequent travel from UNICEF Field Office in Qamishli to several locations over long distances, sometimes including weekends and overnight outside Qamishli. Each mission to the field requires two AVs and sometimes more than one mission is conducted per day which requires a fourth driver to enhance the capacity of the fleet & cover the drivers leave entitlements.

### **Key functions, accountabilities, duties and tasks:**

1. Reliable and safe driving services for staff and officials
2. Maintenance of assigned vehicle
3. Documentation of vehicle-related information

#### **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. Ensure all safety regulations, security operating procedures, and communication procedures are followed.

#### **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.

Perform any other assignments requested by the supervisor or management, related to the

responsibilities of the post.

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

**Education:** Secondary Education, valid driver's license, and knowledge of local driving rules and regulations is required.

**Work Experience:** A minimum of two (2) years of work experience as a driver in an international organization, embassy or UN system agency with a safe driving record is required.

**Language Proficiency:** Fluency in Arabic is required. Candidates with knowledge of English will have an advantage.

**Desired Assets & Skills:**

- Public transport license (D2).
- Knowledge of the complexity of the local context, roads, check points.
- Knowledge of driving rules and regulations, chauffeur protocol and courtesies.
- Relevant experience in vehicle physical 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.
- Knowledge of another local language of the duty station is considered an asset.

**For every Child, you demonstrate...**

UNICEF Core Values of Care, Respect, Integrity, Trust and Accountability (CRITA) underpin everything we do and how we do it. Get acquainted with Our Values Charter [Here](#)

Level 2: Builds and maintains partnerships, Demonstrates self-awareness and ethical awareness, Drive to achieve results for impact, Innovates and embraces change, Manages ambiguity and complexity, Thinks and acts strategically, and Works collaboratively with others.

During the recruitment process, we test candidates following the competency framework. Familiarize yourself with our competency framework and its different levels: [Here](#)

***[Remove below text if not a child safeguarding elevated risk role]***

*[If applicable]* This position has been assessed as an elevated risk role for Child Safeguarding purposes as it is: a role with direct contact with children, works directly with children, or is a safeguarding response role. Additional vetting and assessment for elevated risk roles in child safeguarding (potentially including additional criminal background checks) apply.

UNICEF is here to serve the world's most disadvantaged children and our global workforce must reflect the diversity of those children. [The UNICEF family is committed to include everyone](#), irrespective of their race/ethnicity, age, disability, gender identity, sexual orientation, religion, nationality, socio-economic background, or any other personal characteristic.

We offer a [wide range of benefits to our staff](#), including paid parental leave, breastfeeding breaks, and [reasonable accommodation for persons with disabilities](#). UNICEF strongly encourages the use of flexible working arrangements.

UNICEF does not hire candidates who are married to children (persons under 18). UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority, and discrimination. UNICEF is committed to promoting the protection and safeguarding of all children. All selected candidates will undergo rigorous reference and background checks and will be expected to adhere to these standards and principles. Background checks will include the verification of academic credentials and employment history. Selected candidates may be required to provide additional information to conduct a background check.

UNICEF appointments are subject to medical clearance. Issuance of a visa by the host country of the duty station is required for International (IP) positions and will be facilitated by UNICEF. Appointments may also be subject to inoculation (vaccination) requirements, including against SARS-CoV-2 (Covid). Should you be selected for a position with UNICEF, you either must be inoculated as required or receive a medical exemption from the relevant department of the UN. Otherwise, the selection will be canceled.

**Remarks:**

As per Article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity.

UNICEF active commitment to diversity and inclusion is critical to deliver the best results for children. For this position, eligible and suitable female candidates are encouraged to apply.

Government employees who are considered for employment with UNICEF are normally required to resign from their government positions 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.

UNICEF shall not facilitate the issuance of a visa and working authorization for candidates under consideration for positions at the national officer and general service category.

UNICEF does not charge a processing fee at any stage of its recruitment, selection, and hiring processes (i.e., application stage, interview stage, validation stage, or appointment and training). UNICEF will not ask for applicants' bank account information.

All UNICEF positions are advertised, and only shortlisted candidates will be contacted and advance to the next stage of the selection process. An internal candidate performing at the level of the post in the relevant functional area, or an internal/external candidate in the corresponding Talent Group, may be selected, if suitable for the post, without assessment of other candidates.

Additional information about working for UNICEF can be found [here](#).