



Driver

Job title:	Driver to the Head of Office
Level:	GS-3
Position Number:	00005848
Location:	Kigali, Rwanda
Full/Part-time:	Full-Time
Fixed term/Temporary:	Fixed Term
Rotational/Non-Rotational:	Non-Rotational
Duration:	One year (renewable)¹

The Position:

The Driver provides reliable and safe driving services to the Representative, Deputy Representative, and other high-ranking UN officials and visitors. This position will report to the Personal Assistant to the Representative.

How you can make a difference:

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's strategic plan (2022-2025), reaffirms the relevance of the current strategic direction of UNFPA and focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. These results capture our strategic commitments on accelerating progress towards realizing the ICPD and SDGs in the Decade of Action leading up to 2030. Our strategic plan calls upon UN Member States, organizations, and individuals to "build forward better", while addressing the negative impacts of the Covid-19 pandemic on women's and girls' access to sexual and reproductive health and reproductive rights, recover lost gains and realize our goals.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

UNFPA is seeking candidates that transform, inspire, and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

Job Purpose:

Providing reliable and safe driving services, you will uphold the highest standards of discretion and integrity; have a deep sense of responsibility, and excellent knowledge of protocol and security issues. You will demonstrate a client-oriented approach, courtesy, tact, and ability to work with people of different national and cultural backgrounds.

¹ No Expectancy of renewal in accordance with UN Staff Regulation 4.5



You would be responsible for:

- Providing reliable and safe driving services by; driving office vehicles for the transport of UNFPA Representatives, high-ranking officials, and visitors; delivery and collection of mail and documentation; meeting official personnel and visitors at the airport, including managing visa and customs formalities as and when required.
- Managing all aspects of vehicle maintenance; conducting minor repairs and cleaning; arranging for major repairs and service to ensure vehicle kept in good running condition; keeping daily vehicle logs; and assisting in the preparation of vehicle maintenance plans and history reports.
- Keeping abreast of traffic and road and security and safety awareness to enable safe and on time arrival for meetings.
- Ensure full knowledge of UNFPA and UNDSS safety rules and regulations relevant to the area of work.
- Ensure that the necessary steps regarding UNDSS Rules and Regulations are followed and respected in the event of an accident.
- Contribute in reviewing locations and facilities upon request and in participation where possible in office trainings, workshops, etc. for professional growth.
- Keeping track of insurance and other relevant tax formalities.
- Acting as a translator in local language for official passengers, where necessary.
- Engage as required in One UN-related activities.
- Perform any other duties as required by supervisor.
- Guiding and coaching junior drivers as appropriate.
- Assisting CO staff with general administrative duties as required.

Qualifications and Experience:

Education:

Completed Secondary Level Education.

Knowledge and Experience:

- In possession of a driver's license for at least 5 years
- Three years' work experience as a driver in an international organization, embassy or UN system with a safe driving record.
- Impeccable Knowledge of driving rules and regulations, chauffeur protocol and courtesies, local roads and conditions, and defensive driving skills.



- Skill in minor vehicle repairs.
- Similar experience in another international Agency or diplomatic Mission an asset

Languages:

Good knowledge of written and spoken English and Kinyarwanda. Basic knowledge of French is an added advantage.

Required Competencies:

Values: <ul style="list-style-type: none">• Exemplifying integrity,• Demonstrating commitment to UNFPA and the UN system,• Embracing cultural diversity,• Embracing change	Functional Competencies: <ul style="list-style-type: none">• Providing logistical support• Managing data• Managing documents, correspondence, and reports• Managing information and workflow• Planning, organizing, and multitasking.
Core Competencies: <ul style="list-style-type: none">• Achieving results,• Being accountable,• Developing and applying professional expertise/business acumen,• Thinking analytically and strategically,• Working in teams/managing ourselves and our relationships,• Communicating for impact	

Compensation and Benefits

This position offers an attractive remuneration package including a competitive net salary plus health insurance and other benefits as applicable.

Disclaimer

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>