



**UNHCR**

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

GREAT/2016/HRT-018

**VACANCY NOTICE GREAT/2016/HRT-018  
TEMPORARY APPOINTMENT**

UNHCR Greece invites applications from qualified candidates for the following positions:

<b>Position title</b>	Driver – 6 positions
<b>Position number</b>	Temporary Appointment
<b>Category and Level</b>	General Service, GL-2
<b>Duty station</b>	<b>Larissa – 2 positions</b> <b>Ioannina – 4 positions</b>
<b>Remuneration</b>	Salary and entitlements as per UN Staff Rules & Regulation
<b>Duration</b>	For a period of 3 months with a possibility for extension
<b>Starting date</b>	Immediately
<b>Closing date</b>	<b>31 August 2016</b>

**OPERATIONAL CONTEXT**

In response to the exponential turn in the refugee and migrant crisis impacting Europe since the beginning of 2015, UNHCR Office in Greece mobilized efforts to assist the Government in identifying the needs and protection concerns of the refugees. UNHCR coordinates and promotes the implementation of its mandate within the framework of the Refugee Coordination Model with the government, civil society (IPs and Ops) and other relevant international and national stakeholders to provide protection and assistance to the thousands of women, men, boys and girls who found themselves in Greece.

**FUNCTIONAL STATEMENT**

The Driver position in the Office normally falls under direct supervision of the Administrative Officer/Assistant. The incumbent is responsible for up keep and maintenance of the assigned UNHCR vehicle(s) as per technical guidance and specifications established by the organisation. He/She is required to follow strict instructions and security guidance provided by the supervisor. While basic function of a Driver is to drive the official vehicles of UNHCR, he/she may be called upon to perform minor maintenance and repair of UNHCR vehicles.

The incumbent has regular contacts with staff within UNHCR office and with service providers outside UNHCR involving a limited exchange of information.

**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.

**Responsibility**

- 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.



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- 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.

#### **ESSENTIAL MINIMUM QUALIFICATIONS & PROFESSIONAL EXPERIENCE REQUIRED**

- Completion of Primary Education or equivalent technical or commercial school.
- Minimum 2 years of previous job experience relevant to the function.
- Driving licence, knowledge of driving rules and regulations and skills in minor vehicle repair.
- Good knowledge of English and local language.

#### **DESIRABLE QUALIFICATIONS & COMPETENCIES**

- Mechanical skills.

#### **SUBMISSION OF APPLICATIONS**

If you wish to be considered for this vacancy, please submit your Personal History Form (P11) (which can be downloaded from [www.unhcr.org/recruit/p11new.doc](http://www.unhcr.org/recruit/p11new.doc)) and motivation letter by e-mail with the reference number **GREAT/2016/HRT-018** in the subject line to: [greatvac@unhcr.org](mailto:greatvac@unhcr.org) no later than 31 August 2016. Only applications submitted by e-mail with a signed P.11 form will be considered.

No acknowledgement of the receipt of the application will be provided.

Shortlisted candidates might be required to sit for a written test and will have to undergo an oral interview. Only shortlisted candidates will be notified. No late applications will be accepted.

**UNHCR is an equal opportunity employer and does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).**

**Deadline for submission of application: 31 August 2016.**