



UNHCR

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

GREAT/HRC/2016/410

VACANCY NOTICE FOR A TEMPORARY APPOINTMENT

WOMEN CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY

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

Position title	Driver – 10 positions
Position Number	Temporary Appointment
Category and Level	General Service, GL- 2
Duty Station	5 positions in Athens 5 positions in Thessaloniki
Remuneration	Attractive salary and entitlements as per UN Staff Rules & Regulation
Duration	Initially for a period of 3 months with a possibility for extension
Effective date	As soon as possible
Closing Date	02 June 2016

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 continue to arrive in Greece and move onwards under very compelling human and protection conditions.

FUNCTIONAL STATEMENT

Responsibilities include:

- driving UNHCR vehicles in a safe and cost-effective way for the transport of authorized passengers and delivery
- Collection of mail, documents, UNHCR pouch and other items.
- Perform day-to-day maintenance of the assigned vehicles; check oil, water, battery, brakes, tires, etc.
- Ensure that the assigned UNHCR vehicles are road worthy and maintained up to the established security standards.
- Perform minor repairs on the vehicle(s) and maintain up-to-date recording of official trips, daily mileage, gas consumption, oil changes, greasing.
- The incumbent is required to follow strict instructions and security guidance provided by the supervisor.

ESSENTIAL MINIMUM QUALIFICATIONS & PROFESSIONAL EXPERIENCE REQUIRED

- Education: completion of secondary school with certificate/training relevant to the functional profile.
- Job experience: 2 years relevant to the function.
- Fluency in English and Greek; other UN languages considered an asset.
- Working knowledge of Microsoft Office applications.
- Flexibility to move between locations and travel on mission, often on short notice.
- C and D category driving licence (for vans and buses) are considered an asset.



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DESIRABLE QUALIFICATIONS & COMPETENCIES

- Strong sense of personal integrity
- Attention to detail
- Good communication skills and client orientation
- Flexibility and adaptability to different needs and situations

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), motivation letter and a copy of your **VALID DRIVING LICENCE** by e-mail with “**LAST name – Driver (Location)**” in the subject line to: greatvac@unhcr.org no later than 02 June 2016.

Shortlisted candidates will be required to sit for a driving test and an interview. Only shortlisted candidates will be notified. No late applications will be accepted. Successful candidates will be required to undergo full medical examination prior to hire.

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: 02 June 2016.