



## Food and Agriculture Organization of the United Nations

### General Services Vacancy Announcement No: IRC3541

Issued on: 21 September 2016

Deadline For Application: 5 October 2016

Position Title:	SENIOR DRIVER	Grade Level:	G-3.
Organizational Unit:	FAO Representation in Pakistan	Duty Station:	DS, PAKISTAN, ISLAMABAD
		Duration *:	Fixed term, 1 year with possibility of extension
		Post Number:	0134821
		CCOG Code:	2.3

\* The length of appointment for internal FAO candidates will be established in accordance with applicable policies pertaining to the extension of appointments

**Qualified female applicants and qualified nationals of non-and under-represented member countries are encouraged to apply.  
Persons with disabilities are equally encouraged to apply.  
All applications will be treated with the strictest confidence.**

**The incumbent may be re-assigned to different activities and/or duty stations depending on the evolving needs of the Organization.**

#### Organizational Setting

The post is located in the FAO Representation to Pakistan, based in Islamabad, Pakistan. The main aim of the FAO country offices, which are headed by an FAO Representative, is to assist governments to develop policies, programmes and projects to achieve food security and to reduce hunger and malnutrition, to help develop the agricultural, fisheries and forestry sectors, and to use their environmental and natural resources in a sustainable manner.

#### Main Purpose

The Senior Driver is responsible for driving Country Office Staff of FAO Representations and visitors. He/she also provides other transportation related and messenger services for the Country Office Staff of FAO Representations.

#### Supervision Received/Exercised

The incumbent works under the general supervision of the FAO Representative and the direct supervision of the functional supervisor.

#### Working Relationships

In his/her function as Senior Driver for the relevant Office, the incumbent is in regular contact with national and international visitors, including high ranking officials from the Government and other (UN) Agencies, with project managers, consultants and other personnel from within and outside the Organization. He / she is often the first point of contact for people from outside the country office. He / she interacts on a day-to-day basis with personnel and officials from local offices and service providers.

#### Key Functions

- Drive for the Head of Office and his / her visitors, including high-ranking officials from within and outside the Organization. As necessary also drive for other staff of FAO Representations.
- Meet official personnel and visitors at the airport; facilitate immigration, customs formalities, hotel check-in, and other local formalities.
- Ensures that the local transportation needs of the FAO Representative are met at all times and ensures the safety, technical soundness and comfort of the vehicle(s). Log official trips, daily mileage, gas consumption, transportation / vehicle related expenditures, vehicle servicing, repairs, etc.
- Assist the administrative staff in regular monitoring of the log books and maintenance records.
- Ensure day-to-day maintenance of the assigned vehicle(s); check oil, water, battery, tires, etc.; perform minor repairs and timely arrange for any other repairs necessary to keep the vehicle safe and technically sound at all times; maintain the vehicle(s) in clean condition.
- Handle local and organizational formalities when involved in an accident; ensure that in this case all organizational and local / country rules, regulations and procedures are followed correctly.
- Collect and deliver mail, documents, pouches, and other communications / items from and to the country office; go to the post office, airport, government agencies, other UN agencies, institutions, project sites, etc., to take and deliver items and communications; keep records as required.
- Assist the Country Office in performing simple clerical duties such as making and answering telephone calls, making photocopies, keeping records, etc.
- Brief and train the junior driver in all the above duties and responsibilities.
- Perform other related duties as required.

## **Impact of work**

The incumbent's work impacts on the timely and efficient delivery of the immediate work unit's programme.

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## **CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING**

### **Minimum Requirements**

**Education:** Secondary school education. Possession of valid driver's license.

**Experience:** Four years of work experience as a driver. Flawless, safe driving record.

**Languages:** Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Arabic, Chinese, Russian.

### **Core Competencies**

- Results Focus
- Team Work
- Communication
- Building effective relationships
- Knowledge Sharing and Continuous Improvement

### **Technical/Functional Skills**

- Good knowledge of the local driving rules and regulations; skills in minor vehicle repair.
- A high degree of punctuality and reliability is required.
- Safe driving manner. Good sense of direction and knowledge of local conditions.
- Ability to cope with extended working hours.

### **Desirable qualifications and skills**

- Limited knowledge (Level B) of one of the local languages.

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Please note that all candidates should adhere to *FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency*.

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## **ADDITIONAL INFORMATION**

- All candidates should possess computer/word processing skills.
- Your application will be screened based on the information provided in your iRecruitment online profile (see "How to Apply"). We strongly recommend that you ensure that the information is accurate and complete including employment record, academic qualifications and language skills.
- Please note that FAO will only consider academic credentials or degrees obtained from an educational institution recognised in the IAU/UNESCO list.
- Other similar positions may be filled from this vacancy notice and the endorsed candidates will be considered for the Employment Roster for a period of 2 years.
- Candidates may be requested to provide performance assessments.

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## **REMUNERATION**

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: [http://www.un.org/Depts/OHRM/salaries\\_allowances/salary.htm](http://www.un.org/Depts/OHRM/salaries_allowances/salary.htm)

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## **HOW TO APPLY**

To apply, visit the iRecruitment website at <http://www.fao.org/employment/irecruitment-access/en/> and complete your online profile. Only applications received through iRecruitment will be considered.

Candidates are requested to attach a letter of motivation to the online profile.

Vacancies will be removed from iRecruitment at 23:59 Central European Time (CET) on the deadline for applications date. We encourage applicants to submit the application well before the deadline date.

If you need help, or have queries, please contact: [iRecruitment@fao.org](mailto:iRecruitment@fao.org)