



DO NOT WRITE IN THIS SPACE

**REQUEST FOR CLASSIFICATION AND RECRUITMENT  
GENERAL SERVICE AND RELATED CATEGORIES (for DFS use ONLY)**

DATE RECEIVED: \_\_\_\_\_

OFFICERS: \_\_\_\_\_

REASON FOR CLASSIFICATION	<input type="checkbox"/> VACANCY ANNOUNCEMENT	POST ENCUMBERED BY	EX INCUMBENT
	<input type="checkbox"/> REVISION OF DUTIES	ANTICIPATED DATE OF VACANCY	DURATION OF THE POST
	<input type="checkbox"/> BUDGET APPROVAL		
	<input type="checkbox"/> OTHER (SPECIFY):		
IDENTIFICATION OF THE POST (USE OFFICIAL NOMENCLATURE)	POST NUMBER Multiple	DUTY STATION Multiple	CURRENT FUNCTIONAL TITLE
1. MISSION Field Missions	SECTION		
2. DIVISION/CENTRE	UNIT		
3. BRANCH/SERVICE	ST/SGB/ORGANIZATION REFERENCE	OFFICE CODE	

**SIGNATURES**

(Attach a complete and current organization chart showing the organizational structure of the post being described before obtaining the signature of the incumbent.)

1. SUPERVISOR (Certification of correctness of job description)  Sonya Thompson, Transport Officer NAME AND TITLE 30/01/15 DATE	3. EXECUTIVE or ADMINISTRATIVE OFFICER  NAME AND TITLE DATE 6/1/15
2. CHIEF of SECTION/BRANCH or DIRECTOR (Authorization of approval)  for Ebrima Ceesay, Chief Transport Section NAME AND TITLE 28/01/15 DATE	4. INCUMBENT (This is an accurate description of my post) ..... NAME AND TITLE DATE

The signatures confirm the certification as indicated. They do not imply any decision concerning the grade level of the post.

**CLASSIFICATION NOTICE** - The classification of the post is approved as follows:

FUNCTIONAL TITLE Driver	JOB DESCRIPTION NO. JD/CP022GS
OCCUPATIONAL CODE 2.2.06.d - Job Code 2988	CLASSIFICATION LEVEL GS-3
COMMENTS	
CLASSIFICATION OFFICER  NAME: H. RONDON-FUENTES, HRO, ODCU/FPOS/FPD/DFS	CLASSIFICATION OFFICER  NAME: BRUCE SHEAROUSE, HRO/ODCU/FPOS/FPD/DFS
CHIEF, ORGANIATIONAL DESIGN AND CLASSIFICATION UNIT, FPD/DFS  NAME: MORTEZA MIRMOHAMMAD, CHIEF ODCU/FPD/DFS	
FOR THE DIRECTOR, FIELD PERSONNEL DIVISION/DFS  NAME: CHASTE ABIMANA, CHIEF FPOS/FPD/DFS	Date: MAY 19 2015

**SECTION A** - To be completed by the incumbent of the post, if any. (If this section cannot be filled out by the incumbent, it may be completed by the supervisor).

1. Summary of principal functions.

**These positions are located in the United Nations Field Peacekeeping Operations, Special Political Missions, Service Centers and Offices as applicable. Incumbents report administratively to the supervisor of the unit. Duties include driving, making local deliveries and general maintenance of the light vehicle they drive.**

2. Major duties and responsibilities. Describe in order of importance *what* is done and *how* it is done. Please indicate the approximate percentage of time devoted to each function to total 100%.

**Within the limited delegated authority, a Driver at this level may be responsible for the following duties:**

- |   |    |
|---|----|
| • Makes deliveries of parcels, documents, etc., between the office and other offices and institutions, e.g. Ministries, Embassies, Permanent Missions, etc.   | 65 |
| • Makes minor purchases and collect urgent purchases from local suppliers as requested. Collect goods from the customs with due regard to customs regulations and formalities. May make or collect payment for goods. |    |
| • Drives vehicles safely for the transport of authorised personnel and, in the case of Peacekeeping missions, for the transport of general cargo goods.   | 15 |
| • Collects and delivers mail, documents, and other items.   |    |
| • Meets official personnel at the airport.  |    |
| • Deals effectively and tactfully with officials and visitors.  | 5  |
| • Takes care of the day-to-day maintenance of the assigned vehicles, check oil, water, battery, brakes, tires, etc.; perform minor repairs and arranges for other repairs and ensures that vehicle is kept clean.     |    |
| • Performs VIP and Standby Driver duties.   | 5  |
| • Assists the workshop in the preparation of trucks for field trips, such as changing wheels, cleaning air filters, and general check-over.   | 5  |
| • Logs fuel consumption, maintenance etc.   | 5  |
| • Ensures that the steps required by rules and regulations are taken in case of an accident.  |    |
| • Acts as a team lead; assigns tasks/ shifts to junior drivers.   |    |
| • Performs other duties as assigned.  | 5  |

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3. **Guidelines:** Indicate the rules, regulations, manuals, procedures, precedents, instructions, policies or other guidelines - written or unwritten - which apply to the work; describe the extent to which the incumbent is permitted to *INTERPRET* or *DEVIATE* from guidelines and to propose or establish new guidelines.

- **Mission/ Transport Section SOPs**
- **ST/AIs**
- **Surface Transport Management in the field**
- **Local/ National Highway/ Roadway Regulations & Laws**

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4. **Consequence of Work:** Indicate the kind of decisions or recommendations made and how they affect the work of the organizational unit. Describe the consequence of errors.

**Failure to make the right decisions, deadlines may not be met, and may lead to complaints by the clients due to delay or missed deliveries.**

5. **Work Relationships:** Indicate the *purpose*, *level* and *frequency* of contacts both inside and outside the organization.

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TITLE AND LEVEL	FREQUENCY	PURPOSE AND
Staff in immediate office; high-level UN officials UN Common System offices, field missions, other international organizations, and NGOs etc.	Exchange information regarding work to be done and receive instructions - Daily	

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6. Responsibility for the work of others: Indicate the number, title and level of those for whose work you are responsible. Describe the nature of your responsibility, such as distribution and review of assignments, training, approval of leave, performance appraisal, etc.

NUMBER	TITLE	LEVEL	NATURE OF RESPONSIBILITY
0-3	Driver	G-2	Assign duties

7. Physical requirements

- (a) Describe the physical requirements of the work, such as lifting x lbs., walking, standing, sitting, etc. Describe how and when these requirements exist and how often per day, week, etc.

**The work requires driving five days a week and involves walking to other offices within the compound or to location of vehicle/assignment.**

- (b) Describe the conditions of the work place, such as work in a machine room where extensive noise occurs, work out of doors in all weather conditions, damages or hazards present in the operation of the equipment or in the workplace.

**The incumbent mostly works outside the office driving staff to various locations or running errands for the mission. Movement on some poorly constructed public roads can be dangerous and noisy.**

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**SECTION B - To be completed by the supervisor of the post.**

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1. Purpose: Describe the overall purpose, objectives, or goals of the post.

**To safely operate light passenger vehicles, sedans, heavy and light 4X4 sports utility vehicles (SUV's), ambulances and pick-up trucks, cargo and passenger van within the mission area, in a timely and efficient manner with respect to all time schedules of transportation plans and requirements.**

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2. Review over work: Describe the way work is assigned (e.g. specific assignments with related instructions, or continuing responsibility, etc.) and the extent the work is reviewed (whether by the supervisor or others) while in progress or upon completion.

**Work involves the provision of driver services. Works with minimal amount of supervision; independently provides timely support to a Senior officer and/or manager with respect to the development of well-formulated transport movement and support plans.**

3. Qualifications required to perform the assigned duties of the post

- (a) Skills/knowledge: Indicate kind of, type and length of training required for the post including skill in equipment operation.

**High school diploma or equivalent. Driver training with a valid driver's license.**

- (b) Experience: Indicate the *type* and *length* of practical experience required.

**A minimum of two (2) years of progressively responsible experience in the provision of driver services. Experience as a driver with a safe driving record. Experience in driving a variety of makes and models of vehicles, light passenger vehicles, sedans, heavy and light 4x4 sports utility vehicles (SUV's), ambulances and pick-up trucks, cargo and passenger van.**

- (c) Languages required: Identify the languages required and the nature of their use (for example, typing, correction of grammar and punctuation, informal translation).

**English and French are the working languages of the United Nations Secretariat. Fluency in English or French, (both oral and written) is required; Knowledge of the other is desirable.**

4. If the job description is to be used for requesting a review of the classification level, indicate the changes that have occurred in the duty assignment.