

GENERIC JOB PROFILE

TYPE OF CONTRACT: Individual Contractor (IC)

LENGTH OF CONTRACT: Length of Contract: Six (6) months with the possibility of extension base on the availability of funds

Organizational Setting and Reporting Relationships: This position is located in the Mission Support Division the United Nations Organization Stabilization Mission in the Democratic Republic of Congo (MONUSCO), across multiple duty stations. The incumbent will be deployed to one of the above MONUSCO operational hubs for the elections. The United Nations Security Council Resolution 2348 (2017) refocused the mandate of MONUSCO from a broader mandate to the support to the protection of civilians and the support to the electoral process. On the 5 November 2017, the electoral calendar was published by the Independent National Electoral Commission (CENI), which identified a number of enablers, including logistics support from MONUSCO. The incumbent will be part of Mission Support Division and will report to the Chief Logistics Officer (Elections), or his or her designate for day to day operations, and for functional coordination the incumbents will work closely with the Chief Aviation Officer.

Responsibilities: Within limits of delegated authority and depending on location, the Team Assistant/ Driver at this level may be responsible for the following duties: *(These duties are generic, and may not be performed by all Drivers.)*

- Drives vehicles safely for the transport of authorised personnel and, in the case of Peacekeeping missions, for the transport of general cargo goods and or specialized hazardous good vehicles.
- Makes regular deliveries of parcels, documents, etc., between the UN office and other offices and institutions, e.g. Ministries, Embassies, Permanent Missions, etc.
- 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.
- Meets official personnel at the airport and facilitates immigration and customs formalities as required.
- Deals effectively and tactfully with officials and visitors.
- Takes care of the day-to-day maintenance of the assigned vehicles, check oil, water, battery, brakes, tires, etc.; perform minor repairs and arrange for other repairs and ensures that the vehicle is kept clean.
- Logs official trips, daily mileage, gas consumption, oil changes, greasing, etc.
- Ensures that the steps required by rules and regulations are taken in case of involvement in an accident.
- Applies good judgment in the context of assignments given.
- Performs other duties as assigned.

Work implies interaction with the following:

Staff in immediate office; high level UN officials and Permanent Missions, UN Common System offices, field missions, embassies, ministries, consulates, other international organizations, and NGOs etc.

Results Expected: Carries out driving assignments are carried out safely and on time. Uses discretion, initiative and judgment in planning and scheduling routes.

Competencies:

- **Professionalism** – Knowledge of driving rules and regulations. Knowledge of the area and the current condition of roads and highways, security and safety awareness; familiarity with frequently traveled routes and routines of the more senior staff or the officers. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Education: High school diploma or equivalent, or technical or vocational qualification in relevant field is required. Driver training with a valid driver's license.

Experience: Experience as a driver with a safe driving record. Experience driving different types and models of vehicles, including vans and other kinds of motorised vehicles.

Language: English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written French is required. Knowledge of English is an advantage.