

United Nations Mission in Liberia
(UNMIL)

Advertisement - Vacancy Announcement- Internal/External

Vacancy#: UNMIL-SD-TPT-17-010	Deadline: 03 July 2017
Post Title: Light Duty Driver (Six Positions)	Level: ICs
Organizational Unit: Transport Section	Location: Monrovia
Initial Appointment: Initial Six (6) Month subject to funding of the post and satisfactory performance.	IMIS Post#:
	Indicative Minimum Annual Gross Salary: USD
UNMIL invites qualified external/internal applicants to apply for the position highlighted above. Applicants are requested to complete form P.11 available at UNMIL Human Resources Section and attach copies of the following: Proof of Liberian nationality (Birth certificate/ Passports), educational certificates and reference letters from previous employers. Incomplete P.11 forms will not be processed. Please note that you can also apply by email to unmilrecruitment@un.org . Kindly note that applications upon receipt will be reviewed and only short-listed candidates will receive acknowledgement.	

Description of Main Duties:

Under supervision, the incumbent performs the following duties:

- Drives office vehicles for the transportation of authorized prsonnel, delivery and collection of mail, documents and other items.
- Meets offical personnel at airports in the mission area and facilitates immigration and custom formalities as required.
- Responsible for day-to-day maintainance of the assigned vehicle, checks oil, water, battery, brakes, tires, etc., performs minor repairs and arranges for other repairs and ensures that the vehicle is kept clean.
- Logs offical trips, daily milage, gas consumption, oil changes, greasing etc.
- Ensures that the steps required by rules and regulations are taken in case of involvement in accident.
- Performs other duties as required.

Profile Requirements:

(a) Qualification requirements

Education: A minimum education to read and write;

Experience: A mininum of 2 year practical experience in Light Duty Driving.

Languages: Ability in spoken and written English is a requirement;

(b) Competencies and values

Planning and Organizing: Ability to manage a large volume of work in an efficient manner, ability to work under pressure, with conflicting deadlines.

Teamwork and respect for diversity: Ability to establish and maintain effective partnerships and respect for diversity and gender;

Communication: Proven interpersonal skills; good spoken and written communiction skills.

Preference will be given to equally qualified women candidates.
Completed detailed applications documentation as specified above referring to
Vacancy# UNMIL-SD-TPT-17-010 should be forwarded to the attention of:
Human Resources Management Section, UNMIL Logistic Base, Star Base, Monrovia

