

United Nations Mission in Liberia
(UNMIL)

Vacancy Announcement- Internal/External

Vacancy#: UNMIL-SUB-PIO-18-001	Deadline: 21 July 2017
Post Title: IC Driver (1 Position)	Level: Individual Contractor (IC)
Organizational Unit: Public Information Section/UNMIL Radio	Location: Monrovia
Initial Appointment: Initial three (3) months subject to operational requirements and satisfactory performance	IMIS Post #:
	Indicative Minimum Annual Gross Salary:

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 Management 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:

- Pick-up of UNMIL Radio and Multimedia staff for early morning radio programming and Media summaries.
- Pick up and drop off staff to and from the office as well as drive staff and equipment to the Sectors for sensitization.
- Prepare a weekly log office of vehicles and monitor them to ensure they are fueled and serviced on schedule.
- Deliver letters, press releases, and other information materials to other UNMIL locations, UN Agencies, Government Agencies, NGOs, INGOs, Media, educational institutions and other partners.
- Prepare Cargo Movement Request for shipment of packages, supplies and equipment to Sectors.
- Photocopy, scan and deliver mail to other Sections
- Perform other duties as required.

Competencies:

- **Professionalism** – Knowledge in the use and application of the organization’s core values, regulations and rules as well as its practices; knowledge, skills and ability to extract and interpret information. Demonstrate use of initiative and ability to make appropriate linkages in work processes and anticipate next steps.
- **Communication** – Demonstrate spoken and written communication skills.
- **Planning and Organizing** – Ability to work under tight deadlines for extended hours.
- **Teamwork** – Ability to work effectively with a diverse team; demonstrated ability to develop and maintain effective working relationships in a multi-cultural environment; respect for diversity.

Qualifications and Experience:

- **Education:** High school diploma
- **Experience:** Minimum of 3-5 years of progressively responsible experience in Driving
- **Languages:** Fluency in spoken and written English is essential
- **Driving License:** Desirable

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