

**United Nations Mission in Liberia  
(UNMIL)**

**Advertisement - Vacancy Announcement- Internal/External**

<b>Vacancy#:</b> UNMIL-SD-TPT-17-013	<b>Deadline:</b> 11 July 2017
<b>Post Title:</b> Light Duty Driver <b>(Sixteen Positions)</b>	<b>Level:</b> ICs
<b>Organizational Unit:</b> Transport Section	<b>Location:</b> Monrovia
<b>Initial Appointment:</b> Initial Six (6) Month subject to funding of the post and satisfactory performance.	<b>IMIS Post#:</b>
	<b>Indicative Minimum Annual Gross Salary:</b> USD
<p>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: <b>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 <a href="mailto:unmilrecruitment@un.org">unmilrecruitment@un.org</a> . Kindly note that applications upon receipt will be reviewed and only short-listed candidates will receive acknowledgement.</b></p>	

**Description of Main Duties:**

Under supervision, the incumbent performs the following duties:

- Drives office vehicles & mission identify taxi services for the transportation of authorized prsonnel, throughout the day all week.
- Lunch time shuttle services to support staff members working in Pan African Plaza (PAP).
- Prepare to be on standby for short duration trips.
- Run additional shuttle service at 20:30 hours and 20:15 hours from Star Base and Pan African Plaza (PAP) respectively after normal working hours.
- 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 commuication skills.

Preference will be given to equally qualified women candidates.  
Completed detailed applications documentation as specified above referring to  
Vacancy# UNMIL-SD-TPT-17-013 should be forwarded to the attention of:  
Human Resources Management Section, UNMIL Logistic Base, Star Base, Monrovia