



The United Nations Peacekeeping Force in Cyprus invites applications for the post of

- **Driver (GL3)** -

Main Duties and Responsibilities:

Under the overall supervision of the Head of Office of the Office of the Special Adviser to the Secretary General on Cyprus (OSASG), the incumbent performs the following duties and related services:

- Drive light Duty Vehicles, deliver and collect mail or documents and other items when and as required;
- Be responsible for the day-to-day maintenance of the assigned special equipment or assigned vehicles;
- Perform minor repairs and arrange for other repairs and ensure that the vehicle is kept clean and in good condition;
- Log official trips, daily mileage, fuel consumption, oil change and greasing etc. Ensure cost-savings through proper use of vehicle and accurate maintenance of daily vehicle log;
- Duties may include meeting official personnel at the airport and facilitating immigration and customs formalities as required and driving the visiting dignitaries and VIP guests when required.
- Ensure the proper day-to-day maintenance of the assigned vehicles by carrying out repairs, making arrangements for major repairs, checking tires and brakes.
- Perform any other duties as deemed necessary.

Qualifications

High school diploma or equivalent National Diploma required.

Valid National Driving License with Category B.

Minimum two (2) years of experience as a driver with a safe driving record.

Knowledge of English is required and knowledge of the local language is an asset.

Female candidates are strongly encouraged to apply.

Remark: Applicants are to ensure to attach to the Personal History form copies of 1.High School Diploma or equivalent 2. Driving license

Competencies

Professionalism -Knowledge of driving rules and regulations. Has a good knowledge of the area and the current condition of roads and highways, security and safety awareness; applies good judgment in the context of assignments given. 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. efficiently.

Accountability: Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Interested and qualified candidates are encouraged to apply by specifying vacancy announcement # 2/2018.

Candidates must complete the United Nations Personnel History Form (P11) and a Cover Letter. All documents must be submitted in English. The P.11 form can be downloaded from the UNFICYP website: www.unficyp.org under Employment. Submit applications to:

Human Resources Management Section

Email: unficyp-national-applications@un.org

Deadline for receipt of applications is 30 June 2018

Preference will be given to equally qualified women candidates.

Only shortlisted candidates shall be contacted by the *UNFICYP Human Resources Management Section*