

**Title:** Driver

**Grade:** SB-1/2

**Organizational Unit:** UNESCO Harare

**Type of contract:** Service Contract

**Duration of contract :** One Year with the possibility of extension

## OVERVIEW OF THE FUNCTIONS OF THE POST

The United Nations Educational, Scientific and Cultural Organization (UNESCO) is seeking applications from competent incumbents for the position of Driver in Harare.

Under the authority of the Regional Representative and Director of the UNESCO Regional Office for Southern Africa, and direct supervision of the Administrative Officer the incumbent supports the effective and efficient implementation of the regional office strategies and work by being responsible for the following obligations and duties within the authorized delegated authority;

- Ensures provision of reliable and safe driving services ensuring high accuracy of work. The Driver demonstrates a client-oriented approach, high sense of responsibility, courtesy, tact and the ability to work with people of different national and cultural backgrounds.
- Drive the project vehicle for the transport of authorized personnel and delivery and collection of mail, documents and other items;
- Ensures cost-savings through proper use of vehicle through accurate maintenance of daily vehicle logs, provision of inputs to preparation of the vehicle maintenance plans and reports;
- Ensures proper day-to-day maintenance of the assigned vehicle through timely minor repairs, arrangements for major repairs, timely changes of oil, check of tires, brakes, car washing, etc.;
- Provides driving services to the operations and programme staff in the Lusaka Office and UNESCO staff on mission as per authorized routing within the UN safety and security rules and regulations
- Drives and look after the official assigned vehicle in an effective and professional manner for the transportation of authorized UNESCO Staff members, visitors, goods, messages and mails.
- Drive and meet official personnel and visitors at the airport, visa and customs formalities arrangement when required
- Ensures that all immediate actions required by rules and regulations are taken in case of involvement in accidents.
- Demonstrates excellent knowledge of driving rules and regulations and skills in minor vehicle repair;
- Demonstrates excellent knowledge of protocol for Drivers;
- Perform miscellaneous office support functions such as messenger services and making photocopies.
- Any other duties as may be requested by the supervisor in accordance with UNESCO rules and regulations

## REQUIRED QUALIFICATIONS

### EDUCATION

- Secondary Education;
- Valid Driver's license

### WORK EXPERIENCE

- At least 5 years work experience as a driver with a safe driving record;
- knowledge of driving rules and regulations and skills in minor vehicle repair

### LANGUAGES

- Fluency in English. Fluency in other local languages would be an added advantage

## HOW TO APPLY

To apply, please send your application letter, personal CV and UNESCO CV format which can be accessed from <http://www.unesco.org/new/en/harare/home/>, in English making reference to post- Driver ROSA, including contact details of 3 referees: By email: [vacancies.harare@unesco.org](mailto:vacancies.harare@unesco.org)

Or By hand or delivery post:

UNESCO Regional Office for Southern Africa  
**Driver ROSA**  
8 Kenilworth Road  
Newlands, Harare

Applications are to reach UNESCO no later than 28 January, 2018 (**Midnight**, Harare time).

Only Zimbabwean Nationals are eligible to apply for this position.

***UNESCO DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.  
UNESCO IS A NON-SMOKING ORGANIZATION***

**A PRACTICAL TEST MAY BE USED IN THE EVALUATION OF CANDIDATES. PLEASE NOTE THAT ONLY  
PRE-SELECTED CANDIDATES WILL BE CONTACTED.**