



**NACIONES UNIDAS**  
**DERECHOS HUMANOS**  
OFICINA DEL ALTO COMISIONADO  
*México*

*CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY*

### **Driver (GS-2) – Temporary Appointment**

**Deadline for applications:** **April 3<sup>rd</sup>, 2016**

**Date of issuance:** March 18, 2016

**Duration:** April 16 – June 30, 2016 (2.5 months)

**Organizational Unit:** OHCHR Mexico

**Duty Station:** Mexico city

**Responsibilities:** The driver will be responsible for the following duties.

- Responsible driver for OHCHR staff and other VIP Guest;
- Meets UN official personnel at airports in the mission area and facilitates immigration and customs formalities, when required
- Collects and delivers mail or documents, when required
- Responsible for day-to-day maintenance 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 official trips, daily mileage, gas consumption, etc
- Ensures that all the steps are met in compliance with rules and regulations in cases of involvement in accident.
- Perform other related work as required.

**Results Expected:** The key results have an impact on the accurate, safe, cost-effective and timely execution of the CO services. Discretion, initiative and judgment are used in planning and scheduling routes.



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### **Competencies**

**Professionalism:** Good knowledge of the area and the current condition of roads and highways, security and safety awareness; familiarity with frequently traveled routes and routines; chauffeur courtesies; ability to apply good judgment in the context of assignments given and ability to deal effectively and tactfully with senior officials and visitors. **Teamwork:** Sufficient interpersonal skills and ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity. **Planning & Organizing:** Ability to adhere to work assignments and meet designated deadlines. Accountability: High sense of responsibility; Operate in compliance with road and safety regulations and rules. **Technology Awareness:** Basic computer skills.

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## **QUALIFICATIONS**

### **Education**

Complete secondary education or equivalent; drivers training with a valid driver's license.

### **Work experience**

Experience as a driver; save driving record; knowledge of driving rules and regulations and skills in minor vehicle repair. Previous experience with United Nations or an international organization is an asset.

### **Languages**

Fluency in Spanish

### **Other**

Experience in driving a variety of makes and models of vehicles including vans and other kind of motorized vehicles; physical fitness on duty; emotional stability and neatness.

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*The United Nations shall place no restrictions on the eligibility of man and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations – Chapter 3, Art. 8)*