

CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

I. Position Information

Job Code Title:	DRIVER
Pre-classified Grade:	GS-2
Supervisor :	Coordinator of Administrative Unit
Organizational Unit:	OHCHR Mexico
Duty Station:	Mexico City

II. Organizational Context

Under the guidance and supervision of the head of the Administrative Unit, the Driver provides 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.

The Driver provides driving services to the operations and programme staff in the CO, Consultants and Experts and UN staff on mission.

III. Main duties / Key results

- Provides reliable and secure driving services using office vehicles for transportation of OHCHR staff and Senior officers in Mexico City and other states, including weekends and UN holidays
- Meets UN official personnel at airports in the mission area and facilitates immigration and customs formalities, when required
- Collects and delivers mail or documents and other confidential duties including activities in the field 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
- Compliance with safety and transit rules
- Logs official trips, daily mileage, gas consumption, etc
- Ensures that all steps are met in compliance with rules and regulations in case of involvement in accidents.
- Perform other related work as required.

IV. Impact of Results

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

V. 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. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **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 the audience; Demonstrates openness in sharing information and keeping people informed.
- **Planning and Organizing** – Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments, adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently.

VI. Recruitment Qualifications

Education:	<ul style="list-style-type: none">• Complete secondary education or equivalent; valid driver's license.
Experience:	<ul style="list-style-type: none">• Experience as a driver; safe driving record; knowledge of driving rules and regulations and skills in minor vehicle repair. Security and safety driving courses and previous experience with United Nations or other international organizations are considered an asset.
Language Requirements:	<ul style="list-style-type: none">• Fluency in Spanish.
Other Skills:	<ul style="list-style-type: none">• 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.• Basic knowledge of Microsoft office tools and email service packages.

VII. Applications

Please send your electronic United Nations P-11 form duly signed and relevant academic/professional certificates to the following e-mail: ohchr-rhmexico@un.org. Please clearly mark your application with the subject "Driver (GS-2)".

Deadline for Applications: **19 February 2023**

Date of Issuance: 1 February 2023

*The United Nations shall place no restrictions on the eligibility of men 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, article 8).
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