Driver, GSL-3

DEADLINE FOR APPLICATIONS: 1 August 2009
DATE OF ISSUE: 2 July 2009
ORGANIZATIONAL UNIT: International Criminal Tribunal for Rwanda
DUTY STATION: Arusha

VACANCY ANNOUNCEMENT NUMBER: AR-09-ADM-GSSS-TRAN-LL-001

Extension of the appointment is subject to the extension of the mandate and/or the availability of funds.

Remuneration

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Responsibilities
Under the general supervision of the functional supervisor, the incumbent performs the following duties:

• To drive vehicles which provide transportation for personnel authorized by the ICTR Administration.
• To ensure that the vehicles are always very clean and in good condition by sending it to the washing bay; making routine checks of oil, water, battery, brakes, tyres, etc.; as well as sending it to the Workshop whenever in fault, or for maintenance when due.
• To provide timely transportation for VIPs (Judges), high ranking officials, and staff members as required.
• To meet and transport official visitors or ICTR personnel from/to the airport as required.
• To collect and deliver mail or documents, as well as movement of any other items as required.
• To log official trips, daily mileage, gas consumption, oil changes, greasing, etc.
• To ensure that the rules and regulations are followed in case of involvement in accidents.
• To ensure observance of the Transportation Guidelines.
• To be able to communicate as required in case of emergency.
• To drive all types of passenger vehicles belonging to the Tribunal as required.
• If assigned to VIP(s) or WVSS, to be able to effectively assist the Dispatch Pool with other driving assignments.
• To perform other transport related duties as required.

Competencies
Planning and organization: - Ability to deliver assignments in a timely manner.
Teamwork: - Ability to establish and maintain effective working relationship in a multicultural, multi ethnic environment with sensitivity and respect for diversity, including gender balance. Places the priorities of the Service before personal agenda.
Accountability: - Operates/functions in compliance with service rules, regulations, policies and procedures. Takes ownership of all responsibilities and actions.

QUALIFICATIONS

Education
Primary education, knowledge of driving rules and regulations, must be in the possession of valid driver's license.

Work Experience
Minimum of seven years of work experience as a driver with safe driving record.

Languages
English and French are the working Languages of the International Criminal Tribunal for Rwanda (ICTR). For the post advertised, fluency in oral and written English is required as well as good knowledge of the local language.

Other Skills
Incumbent must have knowledge of First Aid, basic security methods and practices, driving rules and regulations, driver courtesies, skills in minor vehicle repair, initiative and discretion. Computer skills are required.

Other Requirements
Must be mentally and physically fit. All duties are performed in uniform.
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). English and French are the working languages of the United Nations Secretariat. The International Criminal Tribunal for Rwanda (ICTR) is a non-smoking environment.

APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED. SHORLISTED CANDIDATES WILL BE CALLED FOR A TEST.

How to apply
Please send your application to the address, email or fax number indicated below before the deadline.
International Criminal Tribunal of Rwanda
Chief of Human Resources and Planning Section, ICTR P.O. Box 6016. Arusha, Tanzania
Fax: 255-212-963-2848, 1-27-250 4000, 255-27-250 4373, E-mail: ictr_Personnel@un.org,
Applications must be submitted using the United Nations Personal History form (P-11). (Click here to download P-11 form).
The applications should indicate the vacancy announcement number on the application and on the envelope, email or fax. Applicants may wish to retain copies of their completed P-11 form for use for future applications.
Due to the volume of applications received, receipt of offline paper applications cannot be acknowledged individually.
UN staff members must attach copies of their last two Performance Appraisal System evaluations to their applications.