

**Job Opening  
Driver  
UNSMIL-LL2-JO015/2022**

<b>Title:</b>	Driver
<b>Level/type:</b>	LL2
<b>Duty Station:</b>	Tripoli
<b>Section:</b>	Transport
<b>Date of Issue:</b>	9 June 2022
<b>Deadline for applications:</b>	23 June 2022

**Women candidates are strongly encouraged to apply to the mentioned position**

**HOW TO APPLY:**

**STEP 1: INTERESTED APPLICANTS SHOULD SUBMIT THEIR APPLICATION USING THE UNITED NATIONS PERSONAL HISTORY FORM P.11**

(P.11 obtainable at the following web site: <https://unsmil.unmissions.org/sites/default/files/p11-form.doc>)

**ANY APPLICATIONS RECEIVED IN A FORMAT DIFFERENT TO THE UNITED NATIONS PERSONAL HISTORY FORM (P.11) WILL NOT BE CONSIDERED.**

**STEP 2:** Qualified candidates must submit their application using the P.11 template listed in STEP 1 by e-mail to [unsmil-hrstaffing@un.org](mailto:unsmil-hrstaffing@un.org). The application MUST include only the Job Opening No. in the subject line of their e-mail (e.g., UNSMIL-LL-2-JO015/2022)

**ORGANIZATIONAL SETTING AND REPORTING:**

This post is located within the **Transport Section** of the Mission Support Office of the United Nations Support Mission in Libya. The position is located in Tripoli, Libya. The incumbent will be under the overall supervision of the Transport Officer.

On 29 April 2022, the Security Council, by its resolution 2629 (2022) renewed the mandate of the United Nations Support Mission in Libya (UNSMIL) through 31 July 2022, by roll-over of its resolutions 2542 (2020) of 15 September 2020, 2570 (2021) of 16 April 2021 and 2599 (2021) of 30 September 2021. The Security Council, in resolution 2542 (2020), tasked UNSMIL, as an



integrated special political mission, in full accordance with the principles of national ownership, to exercise mediation and through its good offices to: (i) further an inclusive political process and security and economic dialogue; (ii) further the continued implementation of the Libya Political Agreement; (iii) help consolidate the governance, security and economic arrangements of the Government of National Accord, including support for economic reform in collaboration with international financial institutions; (iv) help to achieve a ceasefire and, once it is agreed by the Libyan parties, provide appropriate support to its implementation; (v) support subsequent phases of the Libyan transition process, including the constitutional process and the organisation of elections; (vi) coordinate and engage closely with international actors including neighboring countries and regional organizations; (vii) provide support to key Libyan institutions; (viii) support, on request, the provision of essential services and delivery of humanitarian assistance, including in response to the COVID-19 pandemic, in accordance with humanitarian principles; (ix) monitor and report abuses and violations of human rights and violations of international humanitarian law, including sexual violence in conflict, notably through the effective deployment of women and child protection advisers; (x) provide support in securing uncontrolled arms and related materiel and countering their proliferation; and (xi) co-ordinate international assistance, and provision of advice and assistance to GNA-led efforts to stabilize post-conflict zones, including those liberated from Da'esh. On 16 April 2021, the Security Council, through resolution 2570 (2021), tasked UNSMIL to provide support to the Libyan-led and Libyan-owned ceasefire monitoring mechanism including through the facilitation of confidence-building measures and the scalable and incremental deployment of UNSMIL ceasefire monitors.

#### **JOB DESCRIPTION:**

Within the limited delegated authority, the Driver will be responsible for the following duties:

- Drives vehicles safely for the transport of authorised personnel and, in the case of Peacekeeping missions, for the transport of general cargo goods;
- Collects and delivers mail, documents, and other items;
- Meets official personnel at the airport;
- Deals effectively and tactfully with officials and visitors;
- Takes care of the day-to-day maintenance of the assigned vehicles, check oil, water, battery, brakes, tires, etc.; performs minor repairs and arranges for other repairs and ensures that vehicle is kept clean;
- Logs official trips, daily mileage, gas consumption, oil changes, greasing, etc;
- Ensures that the steps required by rules and regulations are taken in case of involvement in an accident;
- Assists the workshop in the preparation of trucks for field trips, such as changing wheels, cleaning air filters, and general check-over;
- Performs other duties as assigned.

**COMPETENCIES:**

**Professionalism:** 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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects 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 audience; demonstrates openness in sharing information and keeping people informed.

**Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view. Establishes and maintains productive partnerships with clients by gaining their trust and respect. Identifies clients' needs and matches them to appropriate solutions. Monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems. Keeps clients informed of progress or setbacks in projects. Meets timeline for delivery of products or services to client.

**QUALIFICATIONS:**

**Education:** High school diploma or equivalent is required.

Driver training with a valid driver's license is required.

**Work Experience:** A minimum of one year of progressively responsible experience in the provision of driver services is required.

Experience as a driver with a safe driving record is required.

Experience in driving a variety of makes and models of vehicles, light passenger vehicles is required.

**Language:** English and French are the working languages of the United Nations Secretariat. Fluency in English and Arabic is required;

**ASSESSMENT:**

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview.

**SPECIAL NOTICE:**

Recruitment in the General Service category shall be made in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country and shall comply with any host country agreement in effect. Applicants who are not nationals from Libya must meet the relevant employment requirements of the host country, including fulfilling visa or work permit stipulations.

An appointment shall not be granted to a person who is the father, mother, son, daughter, brother, sister, stepchildren, or step sibling of a staff member. This restriction applies to relationships within the United Nations Secretariat and not to those with the separately administered Agencies, Funds or Programmes.

**ADDITIONAL INFORMATION:**

Due to the high volume of applications received, ONLY those applicants who are short-listed will be notified.

[Incomplete applications or applications received after the deadline will not be considered.](#)

The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.