



VACANCY ANNOUNCEMENT REFERENCE 01/09

The Food and Agriculture Organization of the United Nations (FAO) is looking for a candidate for the position of

Driver

Duties and Responsibilities

Under general supervision of the Senior Project Coordinator and direct supervision of Administrative Officer, the incumbent will perform the following functions:

- Drives office vehicles for the transportation of authorized personnel and delivery and collection of mail, documents and other items;
- Meets official personnel at the airport and facilitates immigration and customs formalities as required;
- Responsible for the day-to-day maintenance of the assigned vehicles, checks oil, water, battery, brakes, tyres, etc. Performs minor repairs, arranges for other repairs and ensures that the vehicles are kept clean;
- Checks that before travelling all the security requirements are in place including the availability of flak Jackets, helmets, UN flags and marks;
- Logs official trips, daily mileage, gas consumption, oil changes, greasing, etc.
- Ensures that rules and regulations are followed in case of involvement in accident;
- Performs other duties as and when required.

Essential Qualifications:

- Education: Primary school education, public driving licence (taxi/bus), knowledge of driving rules and regulations and skills in minor vehicle repairs.
- Experience: Two years work experience as a driver, safe driving record.
- Languages: Arabic mother tongue, working knowledge of English.
- Possession of valid license to drive in West Bank and Jerusalem.

Duty Station: Ramallah with frequent visits to Jerusalem

Duration of the Assignment: 6 months (extendable subject to availability of funds)

Post Level: Service Contract - SB 2

Candidates wishing to apply for this post should send their applications (CV, cover letter and P11 form which can be obtained through this link: <http://www.undp.ps/en/forms/p11.doc>) by e-mail to: va-fao-wbgs@fao.org

Please quote the Vacancy Reference Number (01/09) in your application.

Deadline for submission of applications: 14 February 2009