

The United Nations Development Programme (UNDP) is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in 166 countries, working with them on their own solutions to global and national development challenges. As they develop local capacity, they draw on the people of UNDP and our wide range of partners.



VACANCY POST

Post Title: Drivers
Duty Station: Jerusalem
Duration: 1 year
Deadline: 10 August 2007

UNDP/PAPP is seeking CVs for drivers for its roster.

Duties and Responsibilities:

Under the overall guidance of the Operations Associate and the direct supervision of the Logistics Clerk, the drivers is expected to:

- Ensures provision of reliable and secure driving services by a) driving office vehicles for the transport of authorized personnel and delivery and collection of mail, documents and other items and b) meeting official personnel and visitors at the airport, visa and customs formalities arrangement when required.
- Ensures cost-savings through proper use of vehicle through accurate maintenance of daily vehicle logs, provision of inputs to preparation of the vehicle maintenance plans and reports.
- Ensures proper day-to-day maintenance of the assigned vehicle through timely minor repairs, arrangements for major repairs, timely changes of oil, check of tires, brakes, car washing, etc.
- Ensures availability of all the required documents/supplies including vehicle insurance, vehicle logs, office directory, map of the city/country, first aid kit, necessary spare parts.
- Ensures that all immediate actions required by rules and regulations are taken in case of involvement in accidents.

Qualifications:

- Secondary Education.
- Valid Public Driving License.
- Minimum of 2 years experience as a driver.
- Safe Driving Record.
- Knowledge of driving rules and regulations.
- Skills in minor vehicle repair.
- Proficiency in English language, oral.
- Experience with UN or International Organizations is an asset.

To Apply:

Interested candidates should send their CV to the UNDP/PAPP Office in Jerusalem, specifying the position: Driver-Jerusalem or by fax to 02-6268239.

Deadline: 10 August 2007

“UNDP/PAPP is an equal opportunity employer: applications from men and women will be considered equally”