

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 Announcement

Post title: Centers Driver
Vacancies: 1
Duration: 6 months (renewable for another 2 months upon performance and budget availability)
Duty station: Gaza
Deadline: 22 November 2007

Background:

The project for Community-based Women Empowerment in Gaza, funded by the Canadian International Development Agency, contributes to empower women in Gaza through enhancing women's skills in organizing, addressing their own problems and increasing income. The outcome of the project is the improvement of access to social and economic services for women and their families in Nuseirat and Jabalia. It will be achieved through the training of women in Jabalia and Nuseirat in providing sustainable social and economic services.

Duties and Responsibilities:

Under the direct supervision of the Project Administrative Assistant and overall supervision of the Center Coordinator and Project Manager, the driver will be responsible for the following tasks:

- Transport the authorized personnel
- Ensure cost-savings through proper use of office vehicles through accurate maintenance of daily vehicle logs, provision of inputs to preparation of the vehicle maintenance plans and reports
- Ensure availability of all the required documents/supplies including vehicle insurance, vehicle logs, map of the city, first aid kit, necessary spare parts in the assigned vehicle
- Ensure all immediate actions required by rules and regulations are taken in case of involvement in accidents

Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP
- Treats all people fairly without favouritism
- Contributes to a good team spirit, motivates and interact with team members well
- Manages tasks in a timely manner and of high quality

Qualifications:

- Secondary Education diploma
- Valid Public driving license
- Minimum of 3 years experience in driving
- Knowledge of driving rules and regulations
- Excellent physical condition
- Knowledge of car mechanics and maintenance
- Excellent written and spoken English and Arabic

To Apply:

Interested candidates should apply by sending to fax: 02-626 8239 and please specify DRIVER-Gaza in their fax.
Deadline: 22 November 2007

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