VACANCY ANNOUNCEMENT  
Number: 002/02/2020  
Issued on: 11/02/2020

<table>
<thead>
<tr>
<th>ORGANIZATIONAL LOCATION:</th>
<th>UN-HABITAT Egypt Project Office</th>
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<tbody>
<tr>
<td>DUTY STATION:</td>
<td>Cairo - Egypt</td>
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<tr>
<td>FUNCTIONAL TITLE:</td>
<td>Driver/Messenger</td>
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<tr>
<td>GRADE:</td>
<td>SB1-peg3</td>
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<tr>
<td>POST DURATION</td>
<td>1 Year</td>
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<tr>
<td>CLOSING DATE:</td>
<td>18/02/2020</td>
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Under the direct supervision of Senior Admin Assistant and overall guidance and supervision of Regional Project Administrator, the Office Helper/Messenger assists in the effective and efficient management of the Programme providing reliable messenger and cleaning services in line with the UN rules and regulations with high sense of responsibility, courtesy, tact and ability to work with people of different national and cultural backgrounds.

Responsibilities: The driver will be required to carry out the following

- Provide chauffeur services at the representational level including knowledge of travel, customs and protocol issues.
- Driving office vehicles for the transport of UN-Habitat RO, UN-Habitat Egypt Office & other high-ranking officials and visitors.
- Meets official personnel at the airport and facilitate immigration and customs formalities as required;
- Ensures cost-savings through proper use of vehicle through accurate maintenance of daily vehicle logs such as; daily mileage, fuel consumption, oil changes, greasing etc.
- Reports any mechanical or other faults immediately and takes necessary action for repairs as instructed.
- Takes care of the day-to-day maintenance of the assigned vehicles, check oil, water, battery, brakes, tires, etc.; performs minor repairs and arrange for other repairs and ensures that the vehicle is kept clean.
- Ensures that the steps required by rules and regulations are taken in case of involvement in an accident.
- Supervise and follow up on the official vehicles timely insurance.
- Deliver and collect pouches, mail, documents and other items as requested.
- Makes minor purchases and collect urgent purchases from local suppliers as requested. Collect goods from the customs with due regard to customs regulations and formalities. May make or collect payment for goods.
- Performs other office/project related duties as assigned by the supervisor.

Results Expected:

- Carries out driving assignments are carried out safely and on time. Uses discretion, initiative and judgment in planning and scheduling routes.
- Assists in distribution of documents and correspondence and maintains accurate records. Takes appropriate action upon receipt of any suspicious packages or if any discrepancies are detected.
Competencies

- Creativity: actively seek to offer new and different options to solve problems or meet clients needs, promote and persuade others to consider new ideas, take calculated risks on new and unusual ideas, think “outside the box”; take an interest in new ideas; is not bound to current thinking or traditional approaches;
- Communication: strong conceptual skills combined with proven ability to write technical and normative documents addressing a variety of audiences;
- Building Trust: provide an environment in which others can talk and act without fear of repercussion; manage in a deliberate and predictable way; operate with transparency; has no hidden agenda; place confidence in colleagues, staff members and clients; give proper credit to others; follow through on agreed upon actions; treat sensitive or confidential information appropriately;
- Teamwork: works collaboratively with colleagues to achieve agreed upon goals; solicits input by genuinely valuing others’ ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- Planning and organizing: develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently; must be able to work with a high degree of responsibility and with minimal supervision;
- Accountability: takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/ her own shortcomings.

Qualifications:

Education:

- Secondary school education.

Experience:

- At least 5 years’ experience as a driver and a safe driving record
- Valid and accident free driving license
- Knowledge of basic vehicle mechanics desirable.
- Previous work with international organizations

Language requirements:

- Fluency in written and spoken Arabic & basic knowledge of English.

Interested Candidates are requested to submit their P11 form by e-mail with Ref. Vac.002/02/2020
Email: unhabitat-roas-vacancies@un.org
Deadline for applications: 18 February 2020 @ 5:00 pm (Cairo time)
Only short-listed candidates will be contacted for further interviews.