



UN-LiREC JOB DESCRIPTION

Ref.: L-PROG-25

I. GENERAL INFORMATION

Unit : **Executive Office Unit**
Title : **General Service Assistant**
Function : **Driver**
Duty Station : **Lima, Peru**
Type of contract : **Service Contract**

II. SUPERVISION

First supervisor : Executive Office Coordinator
Second supervisor : Director
Organizational Setting
and Reporting Relationships : This position is located in the Executive Office units.
Supervision method : The Driver is expected to carry out his/her assignment to completion and report its results.

III. DUTIES, RESPONSIBILITIES AND OUTPUT EXPECTATIONS

Driving

- Drive safely the official vehicle for the transport of authorised personnel.
- Takes care of the day-to-day maintenance of the assigned vehicle, check oil, water, battery, brakes, tires, etc.
- 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. Prepare reports of accidents and incidents as needed.

Administration

- Assist with the process of administrative matters with external clients.
- Collects and delivers of mail, documents, and other items.
- Assist the staff, when is necessary, making photocopy and scan official documents and other materials.
- Perform other duties requested by the Director.

IV. COMPETENCIES:

- **Professionalism:** Knowledge of UN's driving rules and regulations. Has a good knowledge of the area and the current condition of roads and highways, security and safety awareness; applies good judgment in the context of assignments given.
- **Communication:** Good communication skills, including ability to draft a variety of correspondence and other communications, summary reports, etc.
- **Teamwork:** Good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- **Commitment to Continuous Learning:** Actively seeks develop oneself professionally and

personally; shows willingness to learn from others; seeks feedback to learn and improve.

V. QUALIFICATIONS AND EXPERIENCES

- **Education:** Completion of secondary education; driver's license, knowledge of UN's driving rules and regulations and chauffer courtesies, skills in minor vehicle repairs.
- **Experience:** Several years of progressively responsible experience in driving. Knowledge of UN security process related safety driving and defensive driving skills. UN experience is a plus.
- **Language:** Fluency in written and spoken Spanish.

VI. ADDITIONAL INFORMATION

- Qualified candidates who are interested in the above position are invited to submit their application, in Spanish, attaching a UN Personal History Form or CV, with contact details for two professional references, **not later than 22 July 2010**.

To: Maria Teresa Davila (davila@unlirec.org)

Subject: General Service Assistant – Ref: **L-PROG-25**