



**United Nations Interim Administration Mission in Kosovo**  
**RECRUITMENT UNIT**  
**Human Resources Section**

**Job Opening – *Internal/External***

<b>Job Opening #: MIK (N) 022-001</b>	<b>Deadline: 25 March 2022</b>
<b>Post Title: Light Vehicle Driver</b>	<b>Level: GL-3</b>
<b>Organizational Unit: UN Office in Belgrade</b>	<b>Location: Belgrade</b>
<p>UNMIK invites qualified internal applicants and as well as external applicants in the relevant occupational group to apply for the position highlighted below. Interested applicants should submit a cover letter, Personal History Profile (PHP) or Personal History form (P.11) and copy of the latest two Performance reports (if applicable).</p> <p><b>Kindly note that applications upon receipt will be reviewed and <u>only applicants who are short-listed</u> will receive an acknowledgement within six weeks from the deadline for submission of applications.</b></p> <p style="text-align: center;"><i>Please indicate the Job Opening number in the subject of your e-mail</i></p>	

**DUTIES AND RESPONSIBILITIES:**

This Job Opening is in the United Nations Office in Belgrade (UNOB). The incumbent will be under the direct supervision of the Administrative Officer. Within limits of delegated authority, the Light Vehicle Driver may be responsible for the following duties:

- Ensures reliable and secure transport of Head of Office and authorized personnel
- Makes deliveries of parcels, documents, etc., between the office and other offices and institutions, e.g., Ministries, Embassies, Permanent Missions, etc.
- 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.
- Meets VIP Delegations and official personnel at the airport, visa and customs formalities arrangement when required.
- Engages effectively and tactfully with officials and visitors.
- Takes care of the day-to-day maintenance of the assigned vehicles, through timely minor repairs, arrangements for major repairs, timely changes of oil, check of tire, car washing, water, battery, brakes, tires, etc. and ensures that vehicle is kept clean.
- Ensures availability of all required documents, including vehicle insurance, vehicle logs, office directory, map of the city/ Country, first aid kit, necessary spare parts.
- Ensures that the steps required by rules and regulations are taken in case of accident.
- Applies good judgment in the context of assignments given.
- Performs other duties as assigned.

**Work implies interaction with the following:**

Staff in immediate office; senior officials, embassies, ministries, consulates, other international organizations.

**Results Expected:**

Driving assignments are carried out safely and on time. Uses discretion, initiative and judgment in planning and scheduling routes.

**COMPETENCIES:**

**Professionalism:** Knowledge of administrative and transportation policies, processes and procedures generally and those related to the Front Office of a Senior Management Official. Shows pride in work and in achievements; demonstrates professional competence, is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

**Teamwork:** Works collaboratively with colleagues to achieve organizational 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.

**Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

**QUALIFICATIONS AND EXPERIENCE**

**Education:** High school diploma or equivalent. Driver training with a valid driver's license.

**Experience:** 3 years' work experience as a driver, with a safe driving record is required.  
Knowledge of driving rules and regulations and skills in minor vehicle repair is required.  
International organization or an Embassy experience is desirable.

**Other:** Good knowledge of the city.

**LANGUAGES:**

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English and Serbian (both oral and written) is required.

As specified above, internal/external applicants are requested to submit a cover letter referring to [Job Opening No. MIK \(N\) 022-001](#) along with completed PHP/P11 to the attention of Human Resources Section by mail, fax or email to the following addresses:

P.O. Box 999,10000 Pristina, Kosovo,

Fax No: +381-38-504604 ext 5848

E-mail to [unmik-recruitment@un.org](mailto:unmik-recruitment@un.org)

**The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff.  
Female candidates are strongly encouraged to apply for this position.**