

Driver

Job categories	Administration
Vacancy code	VA/2022/B5505/24235
Department/office	AR, LKMCO, Sri Lanka
Duty station	Colombo, Sri Lanka
Contract type	Local ICA Support
Contract level	LICA-2
Duration	Ongoing
Application period	11-Jul-2022 to 25-Jul-2022

Applications to vacancies must be received before midnight Copenhagen time (CET) on the closing date of the announcement.

Background Information - Sri Lanka

UNOPS is an operational arm of the United Nations helping a wide range of partners in delivering peace, security, humanitarian and development projects across the world.

UNOPS Sri Lanka implements tailored socio-economic development projects that benefit vulnerable people and supports the Government national capacities. UNOPS has been working across Sri Lanka managing education, public health, roads, water and sanitation, fisheries, agriculture and solid waste infrastructure projects. UNOPS also provides expertise in procurement, fund management and human resources management services.

As part of its programme portfolio, UNOPS will work closely with members of the Sri Lankan civil society to support them in providing assistance to the people and communities of Sri Lanka. The selected candidate will support the operations of this programme interacting directly with UNOPS team members, partners, local authorities and communities.

Background Information - Job-specific

The current Project for "Modernization of Plant Quarantine service in Sri Lanka" is the latest initiative in the long list of projects KOICA has funded. This project is planned to be implemented from 2019 to 2022. The Korean Government plans to provide USD 6 million for this project under the grant aid agreement to be signed between the Government of Korea and the Government of Sri Lanka. This project will be implanted through the Ministry of Agriculture.

In light of the long-standing partnership, KOICA requested UNOPS Sri Lanka to support them in implementing its project for the Modernization of Plant Quarantine Service in Sri Lanka. UNOPS has been requested to provide its specialist services under the sub-components 1.3 and 1.4 of component 1 of this project that are;

1. Construction of New Building for quarantine station in Sea Port in Colombo
2. Provision of Laboratory Equipment in NPQS headquarters in Katunayake, BIA and Sea Port Station in Colombo

Under the guidance and supervision of the Project Manager as direct supervisor, the Driver provides reliable and safe driving services for the transport of authorized personnel. The Driver has a high sense of responsibility for his duties, courtesy, tact and the ability to engage sensibly with local communities, people of different national and cultural backgrounds.

This position is located in Colombo, Sri Lanka with frequent travels outside Colombo Within limits of delegated authority and depending location, a Driver at this level may be responsible for the following duties.

Functional Responsibilities

This is a full time position and the selected candidate will be expected to fulfill the following functional responsibilities :

Provides reliable and secure driving services by a) driving vehicles safely for the transport of authorized personnel; b) collecting and delivering mail, documents and other items; and c) meeting official personnel at the airport and facilitating immigration and customs formalities as required.

Ensures proper use of vehicle through accurate maintenance of daily vehicle logs, provision of inputs to preparation of the vehicle maintenance plans and reports.

Ensures the day-to-day maintenance of the assigned vehicle by checking oil, water, battery, brakes, tires, etc.; performing minor repairs and arranging for major repairs; and ensuring that the vehicle is kept clean and meet COVID 19 related

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 immediate steps as required by rules and regulations are taken in case of involvement in an accident.

The key results have an impact on the accurate, safe and timely execution of the UNOPS services.

Education/Experience/Language requirements

Education

- Completion of secondary school or equivalent.
- Drivers training with a valid driver's license.

Experience

- Two years work experience as a driver; safe driving record.
- Knowledge of driving rules and regulations and skills in minor vehicle repairs.
- Previous driving experience in Western province is required.
- Should be able to furnish a valid police report which should be submitted within 7 days after assignment.

Languages

- Fluency in written and oral English required.
- Fluency in Sinhalese is required.

Competencies



Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion.



Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others.



Demonstrates understanding of the impact of own role on all partners and always puts the end beneficiary first. Builds and maintains strong external relationships and is a competent partner for others (if relevant to the role).



Efficiently establishes an appropriate course of action for self and/or others to accomplish a goal. Actions lead to total task accomplishment through concern for quality in all areas. Sees opportunities and takes the initiative to act on them. Understands that responsible use of resources maximizes our impact on our beneficiaries.



Open to change and flexible in a fast paced environment. Effectively adapts own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behavior. Performance is consistent, even under pressure. Always pursues continuous improvements.



Evaluates data and courses of action to reach logical, pragmatic decisions. Takes an unbiased, rational approach with calculated risks. Applies innovation and creativity to problem-solving.



Expresses ideas or facts in a clear, concise and open manner. Communication indicates a consideration for the feelings and needs of others. Actively listens and proactively shares knowledge. Handles conflict effectively, by overcoming differences of opinion and finding common ground.

Contract type, level and duration

Contract type: Individual Contractor Agreement (ICA)

Contract level: Local ICA Support (LICA 2)

Contract duration: Open-ended, subject to organizational requirements, availability of funds and satisfactory performance

For more details about the ICA contractual modality, please follow this link:

<https://www.unops.org/english/Opportunities/job-opportunities/what-we-offer/Pages/Individual-Contractor-Agreements.aspx> (<https://www.unops.org/english/Opportunities/job-opportunities/what-we-offer/Pages/Individual-Contractor-Agreements.aspx>)

Additional Considerations

- **The position is open to Sri Lankan nationals only.**
- **Qualified female candidates are strongly encouraged to apply.**
- Please note that the closing date is midnight Copenhagen time
- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.
- UNOPS seeks to reasonably accommodate candidates with special needs, upon request.
- Work life harmonization - UNOPS values its people and recognizes the importance of balancing professional and personal demands. We have a progressive policy on work-life harmonization and offer several flexible working options. This policy applies to UNOPS personnel on all contract types
- For staff positions only, UNOPS reserves the right to appoint a candidate at a lower level than the advertised level of the post

- For retainer contracts, you must complete a few Mandatory Courses (around 4 hours) in your own time, before providing services to UNOPS.
- The incumbent is responsible to abide by security policies, administrative instructions, plans and procedures of the UN Security Management System and that of UNOPS.

It is the policy of UNOPS to conduct background checks on all potential recruits/interns. Recruitment/internship in UNOPS is contingent on the results of such checks.

Background Information - UNOPS

UNOPS is an operational arm of the United Nations, supporting the successful implementation of its partners' peacebuilding, humanitarian and development projects around the world. Our mission is to help people build better lives and countries achieve sustainable development.

UNOPS areas of expertise cover infrastructure, procurement, project management, financial management and human resources.

Working with us

UNOPS offers short- and long-term work opportunities in diverse and challenging environments across the globe. We are looking for creative, results-focused professionals with skills in a range of disciplines.

Diversity

With over 4,000 UNOPS personnel and approximately 7,000 personnel recruited on behalf of UNOPS partners spread across 80 countries, our workforce represents a wide range of nationalities and cultures. We promote a balanced, diverse workforce — a strength that helps us better understand and address our partners' needs, and continually strive to improve our gender balance through initiatives and policies that encourage recruitment of qualified female candidates.

Work life harmonization

UNOPS values its people and recognizes the importance of balancing professional and personal demands.

DISCLAIMER

The screening of your application will be conducted based on the information in your profile. Before applying, we strongly suggest that you review your [UNOPS Jobs profile](https://jobs.unops.org/pages/User/CreateProfile.aspx) (<https://jobs.unops.org/pages/User/CreateProfile.aspx>) to ensure completeness, especially the education and experience sections.

RELEVANT STORIES

- "While the JPO programme was a learning experience for me, I was also able to share my own knowledge and skills with those I supervised later on."

Pierre Jullien

Director And Representative, Côte D'ivoire Operations Centre

- "I am very proud to be a member of the UNOPS family. The projects and partners we work with really benefit those who need it most"

Vicente Huaquisto

Driver At Unops In Peru

Explore our work >> (<https://www.unops.org/news-and-stories/?type%5B%5D=StoryArticle>)