

Driver - (2207378)

Grade: G2

Contractual Arrangement: Fixed-term appointment

Contract Duration (Years, Months, Days): 24 months

Posting Date Sep 7, 2022, 11:43:16 AM

Closing Date Sep 21, 2022, 3:29:00 AM

Primary Location Sri Lanka-Colombo

Organization SE_SRL WR Office, Sri Lanka

Schedule Full-time

IMPORTANT NOTICE: Please note that the deadline for receipt of applications indicated above reflects your personal device's system settings.

OBJECTIVES OF THE PROGRAMME

To drive assigned vehicle of WCO-Sri Lanka for official meetings and in-country duty travels, up keep and maintenance of official vehicles including flag protocol and provide messengerial photocopying/collating services as required. The specific position will provide efficient and safe transportation of authorized personnel and/or commodities and be involved in basic administrative assistance in WHO Offices and/or stores.

DESCRIPTION OF DUTIES

Under the direct supervision and guidance of Administrative Officer and general supervision of Executive Assistant, the incumbent performs the following duties.

1. Drive office vehicle for the authorized personnel and/or visitors within Colombo and throughout Sri Lanka.
2. Meet WHO and other officials and visitors at the airport and facilitate immigration and customs formalities as required.
3. Performs messenger functions such as delivery/collection of mails, documents, parcels, packages and other items.
4. Maintain vehicle in very good operating condition. Clean and undertake day-to-day maintenance, check oil, grease, water, battery, brakes, tyres, etc., perform, minor repairs, arrange for other repairs, log official trips, daily mileage and gas consumption.
5. Adheres to local traffic rules and regulations and local requirements; ensures that these are adhered to in the event of involvement in a traffic accident, establish necessary contacts with local authorities in case of any accident and report immediately to supervisor.
6. Assist the office in photocopying, collating and preparing files when not on driving duties.
7. Perform other duties, including depositing cash/cheques in banks.

REQUIRED QUALIFICATIONS

Education

Essential: Middle level education (at least 8th standard); must hold a valid driving license.

Desirable:

- Knowledge of first aid desirable basic methods in order to be able to assist in case of emergency.
- Formal Driver's Certificate/Training from a recognized institution.
- Computer certificate / knowledge on MS office.

Experience

Essential: At least two years' work experience as a driver with demonstrated safe driving record

Desirable:

- Work experience with UN offices, international organizations, embassies or other reputed offices would be an advantage.
- Experience in driving a variety of makes and models of vehicles, including vans, trucks and other kinds of motorized vehicles.
- Experience in defensive driving would be an asset.

Skills

- Must be in possession of a valid driving license.
- Must have provided evidence of good eye sight (vision).
- Sound knowledge of driving rules and regulations and security issues.
- Ability to assess vehicles for mechanical fitness and skills in minor repairs of vehicles.
- Knowledge of the topography of the duty station and the surrounding areas.
- Ability to read and write instructions and maps.
- Knowledge of safety standards and safety equipment first aid desirable.
- Knowledge and ability to use HF and VHF radio, email, telephone and other applications.
- Ability to demonstrate a client-oriented approach, high sense of responsibility, courtesy and tact.
- Overall attitude at work encompassing self-management, ethics and integrity

WHO Competencies

- Teamwork
- Respecting and promoting individual and cultural differences
- Communication

Use of Language Skills

Essential: Intermediate knowledge of English. Expert knowledge of local language.

REMUNERATION

WHO offers staff in the General Services category an attractive remuneration package, which for the above position includes an annual net base salary starting at LKR 1,052,487 (subject to mandatory deductions for pension contributions and health insurance, as applicable) and 30 days of annual leave.

ADDITIONAL INFORMATION

- This vacancy notice may be used to fill other similar positions at the same grade level.
- Only candidates under serious consideration will be contacted.
- A written test may be used as a form of screening.
- In the event that your candidature is retained for an interview, you will be required to provide, in advance, a scanned copy of the degree(s)/diploma(s)/certificate(s) required for this position. WHO only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU)/United Nations Educational, Scientific and Cultural Organization (UNESCO). The list can be accessed through the link: <http://www.whed.net/>. Some professional certificates may not appear in the WHED and will require individual review.
- Any appointment/extension of appointment is subject to WHO Staff Regulations, Staff Rules and Manual.
- For information on WHO's operations please visit: <http://www.who.int>.
- WHO is committed to workforce diversity.
- WHO prides itself on a workforce that adheres to the highest ethical and professional standards and that is committed to put the [WHO Values Charter](#) into practice.
- WHO has zero tolerance towards sexual exploitation and abuse (SEA), sexual harassment and other types of abusive conduct (i.e., discrimination, abuse of authority and harassment). All members of the WHO workforce have a role to play in promoting a safe and respectful workplace and should report to WHO any actual or suspected cases of SEA, sexual harassment and other types of abusive conduct. To ensure that individuals with a substantiated history of SEA, sexual harassment or other types of abusive conduct are not hired by the Organization, WHO will conduct a background verification of final candidates.
- WHO has a smoke-free environment and does not recruit smokers or users of any form of tobacco.

- This post is subject to local recruitment and will be filled by persons recruited in the local commuting area of the duty station.