



## **United Nations Human Settlements Programme (UN-Habitat), I. R. Iran**

### **Vacancy Announcement For Local Staff**

**Job Title:** Senior Driver  
**Job Level:** Individual Contractor Agreement (LICA), SB2  
**Department:** Tehran Office, I. R. Iran  
**Duty Station:** Tehran, with possible travel within the country  
**Duration:** 8 months, renewable subject to availability of funds

#### **Background:**

UN-HABITAT's Tehran Office was established in 2009 to strengthen cooperation between the Islamic Republic of Iran and UN-Habitat, and to promote UN-Habitat mandated activities in Iran, particularly in the field of earthquake resistance construction. For the functioning of the Office, services of an Iranian national to perform the role of Senior Driver is required.

#### **Duties & Responsibilities**

Under the overall supervision of the Chief of the Office/Representative, the incumbent will have the following duties and responsibilities:

- Drive office vehicle(s) for the transport of authorized personnel; Plan and schedule routing
- Collect and deliver mail, documents and other items; meet official personnel at the airport and facilitate immigration and customs formalities as required
- Optimize the use of the vehicles; assist in the registration of new vehicles, renewal of insurance, and similar admin tasks
- Take care of the day-to-day maintenance of the assigned vehicle(s); check oil, water, battery, brakes, tires, etc.
- Maintain records of drivers travel and their overtime records
- Ensure adherence to UN-HABITAT operational policies, procedures and standards of conduct
- Perform any other task assigned by the supervisor

#### **Required Qualification & Experience**

- Iranian High School Diploma (12 years)
- Valid driving license with minimum five years' experience as a driver with a safe driving record; experience with an international organization will be an asset
- Knowledge of mechanical/electrical systems of vehicles will be an advantage
- Being senior driver of the head of the agency/staff, advanced organizational skills are required
- Communication including Radio skills and ability to operate and fix them is an asset
- Knowledge of local area and community is essential
- Experience in emergency and post disaster area is preferred
- Excellent interpersonal and communication skills is required

#### **Required Competencies**

- Ability to work under pressure and difficult conditions
- Demonstrates integrity by modeling the UN values and ethical standards
- Ability of work effectively and harmoniously with colleagues
- Displays culture, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism
- Shares knowledge and experience and contributes to UN-HABITAT practice areas and actively works towards continuing personal learning and development
- Ability to work with minimal supervision
- Ability to work in a team-work environment
- Ability to listening to others, responding appropriately
- Ability to take ownership of all responsibilities and honour commitments
- Full confidentiality in all aspects of assignment and adherence to the established protocols

### **Required Languages**

Knowledge of Persian and spoken English are essential; knowledge of other languages will be an advantage.

### **How to Apply**

Interested candidates should apply by email to [info.tehran@unhabitat.org](mailto:info.tehran@unhabitat.org) , by **17 April 2014**, by providing their detailed resume or CV.

Only short listed candidates will be contacted in due course. Evaluation of qualified candidates may include an assessment exercise, which may be followed by competency-based interview.

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