

JOB ANNOUNCEMENT NO. JA 04-18

Date Issued: 11 April 2018

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| Functional Title | : | Driver |
| Level/Fee | : | L2/1 level of the local UN salary scale |
| Organizational Unit | : | Administration and Finance Unit UNESCO Bangkok |
| Contractual Status | : | Service Contract (SC) |
| Duration | : | Initial three months probationary period with the possibility of extension subject to satisfactory performance and availability of funds |
| Deadline for Applications | : | 25 April 2018 |
| Report to work | : | As soon as possible |

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| Only candidates resident in Thailand may apply to this post. |
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Major Duties and Responsibilities

Under the authority of the Director of UNESCO Asia-Pacific Regional Bureau for Education and the direct supervision of the Chief of the Administration and Finance Unit, the Driver will perform the following tasks:

1. Provide transportation to UNESCO officials during their missions to Bangkok, Thailand using the office vehicle. Meet official guests at the airport and provide transportation to/from the hotel and/or venue.
2. Ensure the daily maintenance of the assigned office vehicle (clean the vehicle, check oil, water, battery, brakes, tyre, etc.) and perform minor repairs. Ensure timely periodic preventive maintenance as recommended by the manufacturer and arrange for timely repairs as necessary. Record all routine preventive maintenance in logbook; ensure that all required steps are taken in case of car accident. Ensure the vehicle is kept clean and well-polished.
3. Collect and deliver mail and documents to/from Government offices, local authorities, embassies, and other UN agencies, etc. Follow up on applications with various embassies for travel visa for the Director of the Office.
4. Upon request assist in providing conference logistics, i.e. move needed office equipment to places of conferences and meetings.
5. Perform any other related duties which may be assigned by the Director or the immediate supervisor.

Qualifications/Requirements

- Education** : Primary education or graduate of vocational school with valid driving license.
- Experience** : At least 2 years' driving experience, preferable with an international organization.
- Language** : Knowledge of Thai essential. Basic knowledge of English will be an advantage.
- Skills** : Sound mechanical knowledge and safe driving record.

Apply to:

Interested applicants are invited to submit a cover letter (referencing the Job Announcement No. **JA 04-18**) accompanied by full resume stating details of educational qualifications and working experience, present income (hard copy or e-mail) to:

Chief, Administration and Finance Unit
UNESCO Bangkok
Mom Luang Pin Malakul Centenary Building
920 Sukhumvit Road, Klongtoey
Prakanong, Bangkok 10110
Thailand
Fax No. + (662) 391-0866
E-mail: hr.bgk@unesco.org

Only Short-listed candidates will be contacted