JOB ANNOUNCEMENT NUMBER: JA 02-20

Title: DRIVER (Only candidates who have the right to live and work in Thailand may apply to this position)

Domain: General Administrative Support

Grade: SB-1 SC-2 level of the local UNDP salary scale

Organizational Unit: Administration and Finance Unit, UNESCO Bangkok

Primary Location: Bangkok, Thailand

Type of Contract: Service Contract

Duration: Initial three (3) months probationary period; renewal subject to satisfactory performance and availability of funds

Deadline for Application: 21 February 2020 (midnight, Bangkok time)

Report to work: As soon as possible

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

Major Duties and Responsibilities

Under the overall authority of the Director of United Nations Educational, Scientific and Cultural Organization (UNESCO) Asia-Pacific Regional Bureau for Education, and direct supervision of the Senior Finance and Administrative officer, the incumbent shall perform the following functions:

1. Drives the Director/Head of Office, UNESCO/UN officials and staff, including senior and high-ranking officials and visitors. Ensures provision of reliable and safe driving services. Meets senior staff, officials and visitors at the airport, including assisting, when required, with basic visa and customs formalities. Where necessary, provides informal translation of basic information from the local language into the working language for Director/Head of the Office and/or official personnel using the vehicle.

2. Coordinates routes and, where applicable, schedules drivers and vehicles for use on a daily basis. May instruct other drivers in matters pertaining to traffic and safety regulations, office regulations with respect to vehicles and equipment, and safety measures. May coordinate arrangements for major repairs.

3. Ensures cost-savings through proper upkeep of vehicles and accurate day-to-day maintenance of vehicles and/or coordination of daily vehicle logs; prepares vehicle maintenance logs and reports. Refers to the AO/SAA problems such as abuse/misuse of equipment and vehicles. Provides assistance on installations and use the HF, VHF radio and satellite phone in the vehicle.

4. Ensures availability of required documents/supplies including vehicle insurance, vehicle registration, vehicle logs, office directory, map of the city/country, first aid kit, and necessary spare parts in the assigned vehicle; keeps track of insurance and other tax formalities. Ensures that accidents are correctly reported.

5. Delivers and collects mail and documents and other items as required. When not driving, may perform other duties, such as photocopying, binding, assisting with filing, paying some office bills etc.

6. Perform any other related duties which may be assigned by the Director or the immediate supervisor.

Competencies

A successful candidate will be required to demonstrate the following competencies:

Accountability
Communication
Teamwork
Results focus
Planning and organizing
Knowledge sharing and continuous improvement

For detailed information, please consult the UNESCO Competency Framework
**Minimum required qualifications**

**Education**

- Secondary Education.
- Valid driving license.

**Work Experience**

- At least two (2) years of professional driving experience, preferable with an international organization.

**Skills and competencies**

- Sound mechanical knowledge and safe driving record.

**Languages**

- Knowledge of Thai essential.
- Basic knowledge of English.

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**Apply to**

All interested and qualified candidates are invited to submit through [https://careers.unesco.org/job/Bangkok-Non-Staff-Service-Contract/518350102/](https://careers.unesco.org/job/Bangkok-Non-Staff-Service-Contract/518350102/)

**Assessment**

An assessment exercise may be used in the evaluation of candidates. Please note that applications received after the deadline will not be accepted.

*Only short-listed applicants will be contacted.*

Please note that UNESCO is a non-smoking Organization.