



VACANCY ANNOUNCEMENT WFP/IQ/2019/ Roster - 105942

Organizational Unit:	WFP Iraq Country Office in Iraq
Duty Station:	Baghdad
Functional Title:	Roster for Drivers
Unit:	Administration
Functional Level:	2
Contract Type:	Short-Term (SSA/SC)
Date of Issue:	04 July 2019
Closure Date:	20 July 2019

ABOUT WFP

The United Nations World Food Programme is the world's largest humanitarian agency fighting hunger worldwide. In Iraq, WFP assists conflict-affected families in every corner of the country. By providing food, cash and vouchers to displaced Iraqis and Syrian refugees, WFP is helping to save lives and livelihoods. From ready-to-eat emergency food being given to people fleeing conflict to cash assistance helping Syrian refugees get back on their feet, WFP is there to help.

Our Drivers are key in enabling the WFP Team to deliver its assistance throughout Iraq.

ORGANIZATIONAL CONTEXT

Job holders report to the Administration Officer or the designate, and drive light vehicles, trucks, vans. The job may involve basic administrative assistance in the office or stores. Please note that this requisition aims at creating a roster of qualified and pre-assessed Drivers who will be contacted by WFP when operational needs arise in Baghdad. It will offer a short-term employment opportunity. The exact duration of the possible engagement depends on the nature of the operational needs.

JOB PURPOSE

To provide efficient and safe transportation of authorized personnel and/or commodities.

KEY ACCOUNTABILITIES

1. Provide transportation of authorized personnel including translation of basic conversations from/to the local language, and/or delivery of various items/commodities following authorized routing and UN safety and security rules and regulations to ensure safe and efficient services.
2. Meet official personnel and visitors at the airport or other entry points and provide basic assistance with visa and customs formalities to facilitate smooth and safe entry and arrival to the authorised destinations.
3. Responsible for accurate maintenance of the vehicle log books, and daily reporting to the supervisor on mechanical status, to ensure efficient vehicle use and fuel consumption supporting accurate accounting and cost-efficiency.
4. Responsible that the assigned vehicle is kept clean and in a good condition including all equipment, the maintenance is done on time, vehicle is fully equipped with required travel authorisations and supplies, and any mechanical issues are reported to the supervisor to ensure safe and efficient services.
5. Follow established rules and regulations for field deliveries and/or in cases of an accident, and report immediately to the supervisor on any apparent problems, to seek for instructions and facilitate informative decisions on the way forward.
6. Outside driving duties, perform basic office related tasks such as filing, photocopying and maintaining stores when required including delivery/collection of various items, mailing service and payment of office telephone and other bills to ensure administrative support to clients



STANDARD MINIMUM QUALIFICATIONS

Education: Completion of secondary school education. Formal drivers training with a valid driver's license/certification to operate assigned vehicle following local rules and regulations.

Experience: Two or more years of work experience as a Driver, preferably in an international organization, embassy or UN system with a demonstrated safe driving record.

Experience in driving a variety of vehicles, including vans, trucks and other kinds of motorised vehicles. Experience in defensive driving is desirable.

Language: Fluency (level C) in the English and Arabic.

Preferable Qualification

Experience of driving Armed Vehicle is preferable

Knowledge & Skills:

- Knowledge of driving rules and regulations, chauffeur protocol and courtesies, local roads/waterways and conditions, and security issues.
- Knowledge of the vehicle loading capacity and other parameters.
- Knowledge of driving operating rules and regulations whichever applicable.
- Knowledge of safety standards and safety equipment (e.g. fire extinguishers, buoyant wearable safety devices, etc.).
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Basic skills to assist in case of emergency, knowledge of first aid basic methods.
- Knowledge and ability to use radio, email, telephone and other applications.
- Ability to assess vehicles for mechanical fitness and skills in minor vehicle repairs.
- Ability to demonstrate a client-oriented approach, high sense of responsibility, courtesy and tact.

HOW TO APPLY:

Internal candidates (currently employed by WFP Iraq):

Please use your internal candidate profile:

1. To view the job description and apply to this vacancy please go to:

<https://performancemanager5.successfactors.eu/sf/jobreg?jobId=105942&company=C0000168410P&username=>

2. Click on "Apply" to submit your application (please note that you must complete your CV on line in order for your application to be properly submitted).



External Candidates:

1. To view the job description and apply to this vacancy please go to:

<https://career5.successfactors.eu/sfcareer/jobregcareer?jobId=105942&company=C0000168410P&username=>

Click on “Apply”

2. Click on [Create an account](#) (if not created already)
 3. Create your online CV
 4. Apply
- Female candidates are encouraged to apply.
 - Only candidates who are short-listed will be contacted