
MISSION IN COLOMBIA JOB OPENING

Internal / External

Job Title & Level:	CLOSE PROTECTION DRIVER, G-3
Department/Office:	UN MISSION IN COLOMBIA/UNIFIED SECURITY SECTION
Location:	BOGOTA, COLOMBIA
Posting Period:	2 weeks (12 August – 26 August)
Job Opening Number:	MC-NJO-2016-034 (Multiple posts)

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

The Human Resources Section invites all interested and qualified candidates to apply for the announced position. All interested candidates should submit their applications (Personal History Profile - P11 and/or CVs) and copies of their educational certificates to the Recruitment Unit via email: MCrecruitment@un.org.

Please include also the job opening number of the above position in your e-mail application. Acknowledgment will be sent to short listed candidates only.

Organizational Setting and Reporting:

This position is located in the Security Section (unified with UNDSS). The Close Protection Driver reports to the Close Protection detail Team leader under the overall supervision of the Deputy Chief Security Officer. Tasks are assigned by the Close Protection supervisor and reviewed for conformance to stated objectives.

Responsibilities:

Within the limits of delegated authority, the Close Protection Driver may be responsible for performing the following duties:

Close Protection Driver functions

- The Close Protection (CP) Driver at G-3 level, reports to the relevant Close Protection Officer (Team Leader);
- Drives CP vehicles and Provides CP awareness while driving safely for a Senior UN Official;
- Remains within the proximity of the Senior UN Official at all times and implements mitigating measures to preserve his/her security, safety and wellbeing;
- Remains vigilant and alert in case of threat to the Senior UN Official;
- Assists in training session on close protection subjects to keep abreast with current tactics and techniques.

Back-up driver functions

- S/he ensures provision of reliable and secure driving services by driving office vehicles for the transportation of authorized personnel, delivery and collection of mail, documents and other items.
- Drives vehicles safely to transport authorised personnel and general cargo/goods and or specialized hazardous vehicles.
- Takes care of the day-to-day maintenance of the assigned vehicles, checks oil, water, battery, brakes, tires etc; performs minor repairs and arranges for more technical repairs. Ensures that the vehicle is clean.
- Follows required rules and regulations in cases where the vehicle is involved in an accident.
- Applies good judgment in the context of assignments given.
- Ensures cost-savings through proper use of vehicle and accurate maintenance of daily vehicle logs.
- Ensures proper day-to-day maintenance of the assigned vehicle by carrying out repairs, making arrangements for major repairs, changes oil in a timely manner, checking tires, brakes and tires.
- Ensures the vehicle is kept clean and carries out minor repairs on the vehicle, making arrangements for more technical repairs.

Vehicle Administration functions

- Provides inputs during preparation of the vehicle maintenance plans and reports.
- Ensures availability of all the required documents and supplies including vehicle insurance, vehicle logs, office directory, map of the city/country, first aid kit and necessary spare parts.
- Logs official trips, daily mileage, gas consumption, oil changes, greasing, etc.
- Follows required rules and regulations in case the vehicle driven is involved in an accident.

Physical requirements

- The work requires driving five days a week and involves loading general cargo goods, walking to other offices within the compound or to the location of vehicle/assignment.
- The incumbent mostly works outside the office in all weather conditions, driving the SRSG and Close Protection detail to various locations, loading general cargo/goods, and delivering documents. Lifting goods requires awareness of the surrounding hazards.
- Movement on some poorly constructed public roads can be dangerous and noisy.

Performs other duties as assigned

Competencies:

Professionalism: Competent driving the relevant Close-Protection vehicles, which meets the needs of Senior UN Official and the Close-Protection Officer (Team Leader). To provide the proper implementation of the SOPs in accordance with the UN standards in close-protection.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Education:

A High school diploma or equivalent is required. A Valid driver's license is required.

Experience:

A minimum of three (3) years of relevant experience in Security or related areas such as Police and Military experience.

Languages:

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in Spanish (both oral and written) and working knowledge in English is required.

Consideraciones de las Naciones Unidas

Los candidatos tendrán que cumplir los requisitos del artículo 101, párrafo 3, de la Declaración de las Naciones Unidas, así como los requisitos de la posición. La Organización de las Naciones Unidas se ha comprometido con los más altos estándares de eficiencia, competencia e integridad de todo su recurso humano, incluyendo pero no limitando el respeto a Los Derechos Humanos y al Derecho Humanitario. Los candidatos pueden ser objeto de un proceso de filtrado para verificar que no hayan cometido o se les culpe de haber cometido ofensas criminales y/o violaciones de derecho internacional de derechos o se supone que ha cometido delitos y / o violaciones del Derecho Humanitario Internacional y/o de las Leyes Internacionales de Derechos Humanos.

La Organización de Las Naciones Unidas no establecerá restricciones sobre la elegibilidad de hombres y mujeres para participar en cualquier capacidad, y en condiciones de igualdad, en sus órganos principales y subsidiarios. (Declaración de las Naciones Unidas - Capítulo 3, artículo 8). La Secretaría de las Naciones Unidas es un ambiente libre de humo.