



OFFICE OF THE WHO REPRESENTATIVE TO MALDIVES
Telephones: (960) 332 2410, 332 7519, 331 3564

VACANCY NOTICE NO. 2016/04

Issue Date: 17 April 2016	Driver	Duty Station	Male', Maldives
Closing Date: 08 May 2016 15:00hrs			
Post No.	157125	Organizational Location	Republic of Maldives
Grade	G3	Duration	Fixed Term (2 years)

MAIN DUTIES TO BE PERFORMED

Under the overall guidance of the WHO Representative (WR) to Maldives and the direct supervision of the Administrative Officer, the incumbent performs the following duties:

1. Drives WR and other senior staff and visitors in WHO car and boat as applicable.
2. Checks daily and periodically, as prescribed, the WHO vehicles (and boat, as applicable), including carrying out minor repairs, and ensures that they are in good running condition,
3. Keeps a log of travels/trips, daily mileage fuel consumption, oil changes, greasing etc;
4. Meets/sees off WR and visitors at the airport as and when needed.
5. Responsible for the safety of passengers in car (and aboard as applicable, assists the other crew while on the boat).
6. Ensures that steps required by regulations and rules are taken in case of an accident while using WHO vehicles.
7. Collects and dispatches WHO pouches/cards/mail.
8. Acts as a courier to pick/deliver official documents/cash/cheques to/from Banks/Travel Agents/Ministry of Health and Family/other government departments, NGO Offices, etc as needed.
9. Assists with office hospitality and office maintenance (fixture/physical follow-up) as required.
10. Performs other duties such as raising and lowering of WHO flag on the outside of the building, photocopying, moving files, assist in physical work related to disposal of various items, etc.
11. Any other work as assigned by WHO Representative.

EDUCATIONAL QUALIFICATIONS, EXPERIENCE, ETC.

Competencies	<ol style="list-style-type: none"> 1. Fostering integration and teamwork 2. Respecting and promoting individual and cultural differences 3. Communicating in a credible and effective way
Functional Knowledge & Skills	Very good knowledge of driving/traffic rules and regulations; excellent knowledge of topography of the duty station (sea and atolls, reef patterns, ocean currents etc); knowledge of protocol courtesies; ability to read, write and describe mechanical troubles; skills in minor vehicle

	repairs; knowledge of first aid desirable. Ability to read maps and plans (navigational qualifications). Ability to use office software up to a basic level.
Education Qualifications	Essential: Completion of Primary education. Valid driving licenses (for car, motorcycle and launch),
Experience	Essential: At least four years' work experience as a driver (including at least two years as a launch driver), with safe driving record Desirable: Work experience with WHO and other UN Organization
Languages	Knowledge of English and Dhivehi

LATE APPLICATIONS WILL NOT BE ACCEPTED

Note:

1. Applicants should submit a brief resume of their relevant experience and other qualifications and give reasons for being suitable for the post, using the WHO Personal History Form (PHF). Applicants may contact the WHO Representatives Office for the PHF or download it from <http://www.searo.who.int/maldives/en/>.
2. a) Staff member applicants should submit forms WHO824E (5 copies) and one copy of WHO (PHF).
3. Temporary staff should submit forms WO 824E (5 copies) and one copy of WHO (PHF) indicating the dates of temporary contract(s) with WHO.
4. Applicants from the United Nations or Specialized Agencies should apply through their Personnel Officers, and should attach completed personal history forms;
5. Applications, marked "Confidential" should be submitted to WHO Country Office Maldives, 6th Floor, Roashanee Building, Sosun Magu, Male', in the approved format before the deadline. Applications can also be submitted through e-mail to: semav_vacancy@who.int
6. Date and time of driving test and the comprehension and interviews will be advised to shortlisted candidates separately.
7. This is a National General Staff position – therefore, applications from nationals of Maldives ONLY will be accepted. Please attach your National ID card with your police report with the application.
8. WHO is committed to workforce diversity;
9. Please contact The World Health Organization, Male, Republic of Maldives for any further details.



WHO has a smoke free environment and does not recruit smokers or other tobacco users