

# Vacancy Announcement - Driver

<b>I. Position Information</b>	
Job Code Title:	Driver
No of positions:	1
Supervisor:	National Project Manager
Duty Stations:	Colombo
Duration:	12 months
Salary Scale:	In compliance with UN rules & regulations

<b>II. UN-HABITAT</b>
<p>The United Nations Human Settlements Programme (UN-HABITAT) is the United Nations agency responsible for human settlements, mandated to promote socially and environmentally sustainable towns and cities, with the goal of providing adequate shelter for all; within overall objective of the United Nations to reduce poverty and promote sustainable development. The details of the Habitat Agenda, Global Programmes and the Mandate are available in the main web site at <a href="http://www.unhabitat.org">www.unhabitat.org</a> and the local web site at <a href="http://www.unhabitat.lk">www.unhabitat.lk</a>.</p> <p>UN-HABITAT operations in Asia include activities in Afghanistan, Bangladesh, Indonesia, Iran, Myanmar, Nepal, Pakistan, Philippines and Sri Lanka, under supervision of the Regional Office for Asia and Pacific in Fukuoka Japan.</p> <p>Since its inception in 1978, UN-HABITAT has helped the development of human settlements policies in Sri Lanka and some of the major activities implemented include Sustainable Cities Programme / Urban Governance Support Project, Lunawa Lake Improvement Project, Rebuilding Communities in the North and East, Rebuilding Community Infrastructure and Shelter in Tsunami Affected Areas, Slum Upgrading Facility (Under-served Settlements Upgrading Programme).</p> <p>UN-HABITAT was the largest post-tsunami housing reconstruction Implementing Agency, and similarly in this post-conflict environment, UN-HABITAT anticipates a significant requirement for its specialist knowledge, expertise and local experience dating back to the 1970s.</p> <p>UN-HABITAT firmly believes professional &amp; highly competent staff is integral to the success of implementation for all its programmes.</p>

<b>III. Shelter Support to Conflict Affected IDPs in the North of Sri Lanka</b>
<p>The recently concluded ethnic conflict in northern Sri Lanka has left 200,000 to 230,000 war-destroyed and damaged homes. The affected families have suffered from loss of permanent shelter, family assets and livelihoods and have been forced into poverty. Further they have suffered immense psychological trauma due to the conflict that has lasted over 2 decades.</p> <p>Permanent shelter is not only a family's most valuable asset, but also their main source of safety, security &amp; dignity. It is vital that families are resettled urgently, using a community based empowerment methodology.</p>

UN-HABITAT with financial assistance from the Government of Australia has formulated this project aimed at reaching over 1,000 beneficiary families in its first phase.

#### IV. Description of Duties (TOR)

Under the direct supervision of the Engineer or Finance/Admin Assistant the driver will provide secure driving services to the project team.

In particular, he / she will undertake the following tasks:

- Ensures provision of reliable and secure driving services by a) driving office vehicles for the transport of authorized personnel and delivery and collection of mail, documents and other items and b) meeting official personnel and visitors at the airport, visa and customs formalities arrangement when required.
- Ensures cost-savings through proper use of vehicle through accurate maintenance of daily vehicle logs, provision of inputs to preparation of the vehicle maintenance plans and reports.
- Ensures proper day-to-day maintenance of the assigned vehicle through timely minor repairs, arrangements for major repairs, timely changes of oil, check of tires, brakes, car washing, etc.
- Ensures availability of all the required documents/supplies including vehicle insurance, vehicle logs, office directory, map of the city/country, first aid kit, necessary spare parts.
- Ensures that all immediate actions required by rules and regulations are taken in case of involvement in accidents.

#### V. Requirements / Qualifications

**Education:** Candidate should have Minimum of Secondary Education & a Valid Driver's license.

**Experience:** 2 years' work experience as a driver; safe driving record; knowledge of driving rules and regulations and skills in minor vehicle repair. Experience with the UN-system is an added advantage.

**Competencies & Skills Required:** Fluency in the language of the duty station, knowledge of the UN language of the duty station.

Qualified Sri Lankan Nationals are requested to submit their resumes with names of two unrelated referees and a contact telephone number to [employment@unhabitat.lk](mailto:employment@unhabitat.lk) by 5<sup>th</sup> April 2010

UN-HABITAT will only respond to shortlisted candidates.