VACANCY NOTICE

Title: Driver
Grade: GS02

Vacancy Reference Number: WCOPNGVN307175

Deadline for applications: 9 March 2018

Contract type: Fixed-term appointment

Duty Station: Port Moresby, Papua New Guinea

Duration: Twenty four months

Organizational Unit: Regional Office for the Western Pacific, WHO Representative for Papua New Guinea

Description of duties

Under the general supervision of the Programme and Administrative Officer, the incumbent performs the following duties:

1. Drive official vehicles of the organization for the transport of authorized personnel and delivery and collection of mails, documents, consignments and other items;
2. Meet official personnel at the airport and facilitates immigration and customs formalities as required;
3. Responsible for the day-to-day maintenance and cleanliness of the assigned vehicle, checks oil, water, battery, brakes, tires, etc., and performs minor repairs and arranges for other repairs;
4. Log official trips, daily mileage, gas consumption, greasing etc.;
5. Ensure the steps required by rules and registration are taken in case of involvement in accident;
6. Performs other duties;

QUALIFICATIONS REQUIRED:

Education
Completion of Primary Education. Additional Education an advantage.

Functional Skills and Knowledge:
Must possess valid driver’s licence to drive automobile and minibuses. Excellent and up-to-date knowledge of driving and traffic rules and regulations. An excellent knowledge of the layout and streets of duty stations and environs. Skilled in motor vehicle mechanics. Ability to work harmoniously as a member of a team. Ability to adapt to diverse educational and cultural backgrounds and maintain high standards of personal conduct.

Experience
Two to three years’ experience as a driver with safe driving record.

Languages
Knowledge of English essential: ability to read, write and understand simple instructions. Good knowledge of local language.

Interested candidates should submit an application with completed WHO Personal History Form and references to the following address, no later than Friday, 9 March 2018:

WHO Representative, World Health Organization, P.O. Box: 5986, Boroko, NCD,
OR deliver to 4th Floor, AOPI Centre, Waigani Drive,
OR alternatively send by email to who.png@who.int

WHO has a smoke-free environment
WHO promotes the use of seatbelts in using vehicles