UNHCR
United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

INTERNAL/EXTERNAL VACANCY NOTICE

UNHCR Representation Office Dar es Salaam, invites applications from qualified internal and external candidates for the following vacant post.

Vacancy Notice No:	DSM/VN/08/025
Post Title:	Driver (5 posts)
Duty Station:	Mpanda Field Office
Remuneration:	Attractive salary (GL2 Level) and entitlements according to UN Staff Rules and Regulations
Duration:	Six months contract with possibility of extension
Effective date:	As soon as possible

DUTIES AND RESPONSIBILITIES:

Under the direct supervision of the Assoc Admin/Finance Officer, and the overall supervision of the Head of Field Office Mpanda, the incumbent will perform the following duties:

- Drive office vehicles for the transport of authorized personnel and delivery and collection of mail, documents and other items;
- Meet official personnel at the airport and facilitates immigration and customs formalities as required;
- Responsible for the day-to-day maintenance of the assigned vehicle, checks oil, water, battery, brakes, tires, etc., performs minor repairs and arranges for other repairs and ensures that the vehicle is kept clean;
- Log official trips, daily mileage, gas consumption, oil changes greasing, etc.;
- Ensure that the steps required by rules and regulations are taken in case of involvement in accident;
- Perform other duties as required.

Qualification and Experience

- National of the Republic of Tanzania;
- Completion of primary education.
- Computer literacy is essential;
- Minimum of three years of progressively responsible professional experience in the related field;
- Clean driving licence class C, knowledge of driving rules and regulations and skills in minor vehicle repair.
- Excellent command of English and Kiswahili (Written and Spoken). Knowledge of second UN language is an added advantage.

Applications:

- Must include a recent curriculum vitae and/or United Nations Personal History (P.11) Form, contact address with phone/fax numbers; must quote the vacancy notice number;
- Must be addressed to:

Human Resources Officer
UNHCR Representation Office
P.O Box 2666
Fax: 2152816/17
E-Mail: tanda@unhcr.org

Closing date for receipt of applications: **25th January 2008**

Applications from qualified female candidates are strongly encouraged.