

UNOPS helps its partners in the United Nations system meet the world's needs for building peace, recovering from disaster, and creating sustainable development. UNOPS is known for its ability to implement complex projects in all types of environments around the globe. In an effort to promote organizational excellence, UNOPS seeks highly qualified individuals for the following position:

### **Vacancy Details**

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**Vacancy code:** 2015-UNOPS/AEMO-RSOC-VA-001  
**Post Title:** On-call Driver  
**Post Level:** Local ICA, Level 1 – Retainer based position  
**Org Unit:** UNOPS/AEMO/RSOC  
**Duty Station:** Belgrade/Serbia  
**Duration:** Up to 50 w/days in period of one year  
**Start Date:** Immediate  
**Closing Date:** 19 August 2015

### **1. Project(s) Background**

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The United Nations Office for Project Services (UNOPS) mission is to serve people in need by expanding the ability of the United Nations, governments and other partners to manage projects, infrastructure, and procurement in a sustainable and efficient manner. UNOPS provides its partners with advisory, implementation and transactional services and its focus is always on developing national capacity. It is the first organisation in the world that was awarded four most prestigious accreditations for the project management, and it incorporates global best practices such as PRINCE2®. For its approach to project management and consistent quality UNOPS received ISO 9001 certification in 2011.

In Serbia, UNOPS has been active since 2000, it established the Serbia Project Centre (RSPC) in 2013, which grew into the Operations Centre (RSOC) by the beginning of 2015. UNOPS Serbia has been a reliable partner of the Government of the Republic of Serbia in providing support for demanding socio-economic reforms, and facilitation of European integrations. All UNOPS Serbia projects promote human rights protection, good governance and gender equality.

Currently, RSOC is implementing nine projects, in the areas of: rehabilitation of the damage incurred during May 2014 floods in Serbia, sustainable municipal development, creating more favourable environment for employability, business and infrastructure growth, enhanced good governance, social inclusion including durable housing solutions for the most vulnerable population and their access to health, education and jobs, implementation of hospital information systems and improvement of public health.

### **Duties and Responsibilities**

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#### **2. Purpose and Scope of Assignment**

Under the supervision of Logistics Assistant, the On-call Driver will provide driving services for RSOC Project/Programme needs.

The On-call Driver will undertake following activities:

- Provide driving services for RSOC Project/Programme personnel, visitors or clients
- Transport various easy-manageable loads and assist in loading and unloading of transported goods
- Perform refuelling of vehicles
- Organize car-washing services for office vehicles
- Assist in organization of regular services and scheduled vehicle repairs
- Assist in submission of VAT exemption forms at Tax Department

Perform other duties as may be reasonably required and in line with the incumbent's scope of services above.

### **3. Required Selection Criteria**

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a. **Education**

- Secondary education
- Driver's license with clean driving record

b. **Work Experience**

- Minimum 1 year of relevant working experience
- Work experience with EU or UN, or another international organization is an asset

c. **Key Competencies**

- Native Serbian speaker and basic knowledge of English language
- Driver's license with clean driving record
- Excellent driving skills
- Formulates written and oral information clearly and persuasively
- Ability to adhere to work assignments and meet designated deadlines
- Demonstrated adherence to UN core values
- Seeks and applies knowledge, information, and best practices from within and outside of UNOPS

### **Submission of Applications**

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#### **Additional Considerations**

Qualified candidates may submit their application, including a letter of interest, complete Curriculum Vitae, updated United Nations Personal History Form (P.11) and copy of driving licence in possession to UNOPS via email to: [srpc.vacancies@unops.org](mailto:srpc.vacancies@unops.org). Kindly indicate the vacancy number and the post title in the subject line.

**Please note that this is a local post and is open to Nationals of Serbia only.**

#### **Additional Considerations**

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- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.
- The incumbent is responsible to abide by security policies, administrative instructions, plans and procedures of the UN Security Management System and that of UNOPS.

It is the policy of UNOPS to conduct background checks on all potential recruits/interns. Recruitment/internship in UNOPS is contingent on the results of such checks.

For more information on UNOPS, please visit the UNOPS website at [www.unops.org](http://www.unops.org)