

Mozambique Jobs Expertini®

Driver

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Company: FAO

Location: Mozambique

Category: other-general

IMPORTANT NOTICE: Please note that Closure Date and Time displayed above are based on date and time settings of your personal device

FAO is committed to achieving workforce diversity in terms of gender, nationality, background and culture

Qualified female applicants, qualified nationals of non-and under-represented Members and person with disabilities are encouraged to apply

Everyone who works for FAO is required to adhere to the highest standards of integrity and professional conduct, and to uphold FAO's values

FAO, as a Specialized Agency of the United Nations, has a zero-tolerance policy for conduct that is incompatible with its status, objectives and mandate, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination

All selected candidates will undergo rigorous reference and background checks

All applications will be treated with the strictest confidentiality

Organizational Setting

FAO Representation in Mozambique is responsible for developing, promoting, overseeing and implementing agreed strategies for addressing country food, agriculture and rural development priorities. It ensures a multidisciplinary approach to programmes, identifies priority areas of action for the Organization and, in collaboration with departments and divisions at sub-

regional, regional and Headquarters level, develops, promotes and oversees FAO's strategic response to national priorities.

The Country Office supports national policy dialogue on food security, agriculture and rural development issues, facilitates the emergence of partnerships, and supports capacity development and resource mobilization in the country.

FAO Representation in Mozambique is seeking to hire Drivers to integrate to the Projects teams. The selected candidates will work under the direct supervision of the Project Coordinator.

Reporting Lines

The selected candidates will work under the direct supervision of the Project Coordinator or Provincial Facilitator.

Technical Focus

The Driver must be polite and friendly and treat his passengers with the utmost respect. He must be able to establish good relations with his supervisor and the country office staff. Being the person who often is the first point of contact with visitors of the Organization or outside, a careful appearance and extreme courtesy are essential personal attributes. As he may have access to confidential or sensitive information, a high level of discretion and reliability is required. Always report to the Project Coordinator everything related to the condition of the car.

Tasks and responsibilities

The incumbent will have the following main accountabilities:

- Drive the Project Staff and their visitors and other staff of the FAO Representation in the country.
- Pick up Project Staff, partners and visitors from and to the airport; hotel accommodation and others.
- In all trips to record, the daily mileage, fuel consumption, and other related expenses.
- Support the Administrative Officer in regular monitoring of vehicle control books (“log books”) and maintenance and repair Records.

- Drive the FAO vehicle for official purposes and missions inside and outside his Duty Station.
- Ensure the daily maintenance of the assigned vehicle; check oil, water, battery, tires, etc .; make minor repairs and organize any other repairs in a timely manner, to keep the vehicle permanently safe and in good technical condition; ensure that the vehicle is always clean.
- Handle local and organizational formalities when an accident occurs; in such a case, ensure that all organizational and local / country rules, regulations and procedures are followed correctly.
- Transport materials and other goods necessary for the implementation of the project, as requested by the Project Coordinator.
- Perform other tasks compatible with the exercise of the function entrusted to it by the Project Coordinator.
- Collect and deliver correspondence (“pouch”), documents, and other communications; go to the post office, airport, government agencies, other UN agencies, institutions, project sites, etc., to deliver and collect items and communications; maintain their records as needed.
- Perform other related tasks as needed.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Secondary School Diploma
- Valid Professional driving license.
- Three years of experience working as a driver in international organizations, embassies, NGOs, government or United Nations systems with a safe and impeccable driving record.
- Working knowledge of English and of Portuguese
- National of Mozambique

FAO Core Competencies

- Results Focus
- Teamwork
- Communication

- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

Technical/Functional Skills

- Good knowledge of local driving rules and regulations;
- Ability for small mechanical repairs;
- A high degree of punctuality and reliability is required;
- Safe and reliable driving.
- Good sense of orientation and knowledge of local conditions;
- Ability to handle long working hours;
- Experience in driving on urban roads and in rural areas, ability to recommend the best driving routes for field trips,
 - particularly those involving long and unsafe distances.

ADDITIONAL INFORMATION

FAO does not charge a fee at any stage of the recruitment process (application, interview meeting, processing)

Applications received after the closing date will not be accepted

Please note that FAO only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU) / United Nations Educational, Scientific and Cultural Organization (UNESCO). The list can be accessed at

For additional employment opportunities visit the FAO employment website:

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

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