



World Food Programme

SAVING LIVES
CHANGING LIVES

About WFP

The United Nations World Food Programme is the **world's largest humanitarian agency** fighting hunger worldwide and the **2020 Nobel Peace Prize Laureate**. The mission of WFP is to help the world achieve Zero Hunger in our lifetimes.

Why join WFP Somalia?

In Somalia, the World Food Programme provides food assistance for nutrition, livelihoods, and relief through the hard work of more than **609 employees** who contribute towards making **Somalia hunger free** in close partnership with local partners.

Vacancy Announcement No- JR105800

JOB TITLE: RE-ADVERT – DRIVER (2 POSTIONS)

Contract Type/Grade: Fixed – Term, G2

Duty Station: Dhusamareb

Contract Duration: 1 year (Initial)

Date of Issue: October 9, 2024, | **Closing Date:** October 23, 2024

KEY ACCOUNTABILITIES (not all-inclusive, within delegated authority):

Under the direct supervision of the Administration Assistant and overall supervision of the Finance and Administration Officer, the incumbent will undertake the following:

- Provide transportation of authorized personnel including translation of basic conversations from/to the local language, and/or delivery of various items/commodities following authorized routing and UN safety and security rules and regulations to ensure safe and efficient services.
- Meet official personnel and visitors at the airport or other entry points and provide basic assistance with visa and customs formalities to facilitate smooth and safe entry and arrival to the authorized destinations.
- Responsible for accurate maintenance of the vehicle log books, and daily reporting to the supervisor on mechanical status, to ensure efficient vehicle use and fuel consumption supporting accurate accounting and cost-efficiency.
- Responsible that the assigned vehicle is kept clean and in a good condition including all equipment, the maintenance is done on time, the vehicle is fully equipped with required travel authorizations and supplies, and any mechanical issues are reported to the supervisor to ensure safe and efficient services.
- Follow established rules and regulations for field deliveries and/or in cases of an accident, and report.
- Immediately to the supervisor on any apparent problems, to seek instructions and facilitate informative decisions on the way forward.
- Outside driving duties, perform basic office-related tasks such as filing, photocopying, and maintaining.
- stores when required including delivery/collection of various items, mailing service, and payment of office telephone and other bills to ensure administrative support to clients.
- Perform other related duties as required.

QUALIFICATIONS AND LANGUAGE:

Education: Completion of **Secondary School education**. Formal driving training with valid driver's license/certification to operate assigned vehicle following local rules and regulations.

Experience: At least **two (2) or more years** of work experience as a driver, preferably in an international organization, embassy, or UN system with a demonstrated safe driving record. Experience in driving a variety of makes and models of vehicles, including vans, 4WD, trucks, and other kinds of motorized vehicles. Experience in defensive driving including handling of armored vehicles is desirable.

Language: Basic understanding both oral and written communication in English and Somali a requirement.

Are you competent for this job? Do you have?

- General knowledge of UN system policies, rules, regulations, and procedures.
- Knowledge of driving rules and regulations, chauffeur protocol and courtesies, local roads/waterways and conditions, and security issues.
- Knowledge of the vehicle loading capacity and other parameters.
- Knowledge of driving/boat operating rules and regulations whichever applicable.
- Knowledge of safety standards and safety equipment (e.g. fire extinguishers, buoyant wearable safety devices, etc.).
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Basic skills to assist in case of emergency, knowledge of first aid basic methods.
- Knowledge and ability to use radio, email, telephone, and other applications.
- Ability to assess vehicles for mechanical fitness and skills in minor vehicle repairs.
- Ability to demonstrate a client-oriented approach, high sense of responsibility, courtesy, and tact.
- Proficiency in Microsoft (MS Excel).

Female candidates are highly encouraged to apply.

Interested and qualified candidates are requested to submit online applications **through workday** using the link below:

- **Internal Applicants:** [Click here!](#)
- **External Applicants:** [Click here!!](#)



Applications that do not meet the above requirements will be disregarded. Only shortlisted candidates will be contacted.

WFP seeks applicants of the highest integrity and professionalism who share our humanitarian principles. WFP is an equal opportunity employer, and we are committed to promoting diversity and gender balance.

Selection of candidates is made on a competitive basis.

WFP does not charge any application fees to candidates.

 @WFPSomalia