The Mission of WHO is the attainment by all peoples of the highest possible level of health

Vacancy Notice No: CAT-1 (IVD-4)/SSA

Date: 27 September 2018

Title: Driver-cum-Messenger (ROSTER)

Deadline for application : 17 October 2018

Duration of contract: Initially 12 months (may be extended)

Contract type: Special Services Agreement

Level / Grade: SSA 2

Organization unit: Country Office for Bangladesh

Duty Station: Multiple locations (Divisional & Districts HQ)

Objectives of the Programme:

To provide technical support to the government of Bangladesh in building sustainable capacity for routine immunization activities and surveillance for vaccine preventable diseases, aiming to increase access for safe immunization for all eligible age group, introduce new cost effective vaccines, respond public health emergencies, expand vaccine preventable diseases surveillance, sustain polio free status and measles elimination.

Job Description:

Under the overall guidance of the Technical Officer (Admin-Finance), WHO-BAN and the direct supervision of WHO IVD Divisional Coordinator /Surveillance Medical Officer, the incumbent will provide transport support to WHO filed operations and will perform the following duties:

1. Drive official vehicles to provide transport support to authorized personnel (i.e., SMO, DC, Technical Officer or other WHO personnel) in the program implementation; and delivery and collection of mail, documents and other items/commodities, including packing and removal from vehicle, as directed by Supervisor;
2. Maintain vehicle master log books; ensure timely reporting to the supervisor on mechanical status, and any significant mechanical issues. Any regular servicing or maintenance repair work should be monitored both for correctness and for accomplishment on time, as requested;
3. Support efficient vehicle use and fuel consumption by maintaining daily log book and accurate recording of all trips, daily mileage, purpose of trip, gas consumption, oil changes, greasing and repairing etc;
4. Maintain the assigned vehicle clean and in a good condition, including all its equipment. Be accountable for ensuring that repairing tasks by mechanics are done satisfactorily.
5. Follow established rules and regulations for driving and deliveries. In cases of an accident, ensure that all rules and requirements as per local procedures are adhered to and report immediately to the supervisor and security focal point on any apparent problems to seek instructions;
6. Take appropriate precautions for the security of the office vehicle and its stuff inside when left unattended and ensure office vehicle is properly and securely parked in the designated place during non-working hours.
7. Follow rules and practices with regard to UN vehicle policy, UNDSS instruction, safe/defense driving, transporting non-UN personnel, other rules and SOPs as established at WHO-Bangladesh.
8. If required, perform basic office related tasks such as filing, photocopying and maintaining stores including delivery/collection of various items, mailing service and payment of bills to provide administrative support to the Office.
9. Be ready to serve anywhere in Bangladesh according to the needs of the WHO IVD program.
10. Any other duties assigned by supervisor.

Required Qualifications:

Education:

- **Essential**
  - Middle level education (at least 8th standard). Must hold a valid driving license.
- **Desirable**
  - Secondary School Certificate would be desirable. Safe driving certification will be an asset. Knowledge of first aid is desirable. Formal certificate in vehicle maintenance; Computer certificate/ knowledge on MS office.

Experience:

- **Essential**
  - At least two years’ work experience as a driver, with demonstrated safe driving record.
Desirable

- Work experience with UN offices, international organizations, embassies would be an advantage and/or minimum of two years driving experience in the other reputed offices.
- Experience in driving a variety of makes and models of vehicles, including vans, trucks and other kinds of motorized vehicles. Experience in defensive driving would be an asset.

Additional Functional Knowledge and Skills including personal qualities and human relationships:

- Must be in possession of a valid driving license; Must have provided evidence of good eye sight (vision); Sound knowledge of driving rules and regulations and security issues; Ability to assess vehicles for mechanical fitness and skills in minor repairs of vehicles; Knowledge of the topography of the duty station and the surrounding areas; Ability to read and write instructions and maps; Knowledge of safety standards and safety equipment first aid desirable; Knowledge and ability to use radio, email, telephone and other applications; Ability to demonstrate a client-oriented approach, high sense of responsibility, courtesy and tact.

Competencies:

1. Fostering integration and team work
2. Communicating in a credible and effective way
3. Respecting and promoting individual and cultural difference.
4. Knowing and managing yourself

Languages:

- Must have good command in Bengali (local language) both in written and spoken. Must have good comprehension of oral and written English (official language of WHO-Bangladesh).

Other information:

- Only shortlisted candidate will be contacted
- Candidate will undergo a theoretical and practical competitive selection process.
- Selected candidate should be ready work in the duty station assigned for minimum period of two years. However if vacancy arises in other duty station based on programme need candidate could be transferred.

Annual Salary & others Benefits:

**Annual Salary**

- BDT 297,312/= 

**Other Benefits**

WHO Offers locally competitive packages such as:

- Health Insurance; Accident and illness insurance;
- Annual Leave (18 days per year)
- Sick leave (12 days per year);
- WHO and Government Holidays

**NOTE:**

1) This vacancy notice is for ROSTER purpose. Qualified Candidates will be evaluated and interviewed should there be any future openings.

2) Applicants should send a brief Resume of their relevant experience, explaining reasons for being suitable of the activity, together with duly completed Personal History Form (PHF), Screening Questions, and scanned copies of educational certificates.

3) Please send your applications only via email to: sebanrecruitment@who.int. The email and the attachment should not be exceeding 1MB.

We regret that due to large volume of applications normally received, applications cannot be acknowledged individually.

4) WHO Personal History Form (PHF) and detailed vacancy notice can be downloaded from: [http://www.searo.who.int/bangladesh/about/employment/en/](http://www.searo.who.int/bangladesh/about/employment/en/)

5) A written test using computer and interview will be held only for qualifying candidates.

6) This vacancy is open to Bangladeshi Nationals (all genders) only. Qualified female candidates are encouraged to apply.

"WHO is committed to workforce diversity". "Any attempt to unduly influence on WHO’s selection process will lead to automatic disqualification of the applicant.”

WHO has a smoke-free environment and does not recruit smokers or other tobacco users
I confirm that my Personal History Form has been properly updated and that I am submitting my application for the vacancy mentioned above.

Yes ☐ No ☐

Kindly respond to the questions below to the best of your ability:

1. Do you smoke or use tobacco products?

Yes ☐ No ☐

2. If you currently smoke or use tobacco products, would you continue to do so if employed by WHO? (If you responded No to the question above, answer No here)

Yes ☐ No ☐

3. Have you got national driving license?

Yes ☐ No ☐

4. Do you have at least 2 years working experience as a driver with demonstrated safe driving record?

Yes ☐ No ☐

5. Do you have working experience in UN / Diplomatic Missions / INGO?

Yes ☐ No ☐

5. Do you have any relatives working with WHO? If yes, please give details below:

Yes ☐ No ☐

6. Have you ever faced any harassment case?

Yes ☐ No ☐

If yes, explain:

I certify that the statements made by me in my personal profile are true, complete and correct. I understand that any false or misleading statement, or withholding relevant information, may provide grounds for the withdrawal of any offer of appointment or the termination of employment.

Date: ........................................... Full Name: .................................................................

Place: .......................................... Signature: .............................................................