

## Driver/Clerk - (2310122)

**Grade:** G3

**Contractual Arrangement:** Fixed-term appointment

**Contract Duration (Years, Months, Days):** 2 Years (Subject to availability of funds, satisfactory performance, and continuing need for the position)

**Posting Date** Nov 23, 2023, 1:52:32 PM

**Closing Date** Dec 9, 2023, 2:29:00 AM

**Primary Location** Iran, Islamic Republic of-Tehran

**Organization** EM\_IRA WHO Representative's Office, Iran

**Schedule** Full-time

**IMPORTANT NOTICE:** Please note that the deadline for receipt of applications indicated above reflects your personal device's system settings.

### Position Number:307123, Driver/Clerk

## OBJECTIVES OF THE PROGRAMME

To ensure that effective WHO country presence is established to implement WHO country cooperation strategies that are aligned with Member State's health and development agendas, and harmonized with the United Nations country teams.

## DESCRIPTION OF DUTIES

1. Ensure provision of reliable and safe driving services by a) driving office vehicles for the transport of Representative, officials and visitors and, b) meeting official personnel and visitors at the airport facilitating immigration and customs formalities as required;
2. Logs official trips, daily mileage, gas consumption, oil changes, greasing, etc;
3. Ensures proper day-to-day maintenance of the assigned vehicle, through timely minor repairs, arrangements for major repairs, timely changes of oil, check of tires, brakes, car washing etc.,
4. Support the WHO Security Focal Point in case of incidents and accidents, by properly processing official documents related to security incidents and plans at various national administrative offices;
5. Assist agency wardens and focal points in regular radio checks;
6. Keep inventory of items purchased for emergency, monitor validity date and recommend replacement/replenishment;
7. Periodically check CCTV cameras for proper functioning and reporting to supervisor on need for repair/replacement;
8. Update and maintain records and reference files pertaining to security issues;
9. Any other related duties as may be assigned.

## REQUIRED QUALIFICATIONS

### Education

**Essential:** Completed secondary school, recognized license issued by local authorities to drive the type of vehicle(s) assigned.

**Desirable:**

### Experience

**Essential:** Two years of driving experience with a good driving recordSome experience on record keeping and simple letter writing.

**Desirable:**

### Skills

- Technical and mechanical knowledge and skills in operating different types of vehicles and its upkeep.
- Good knowledge of the topography of the country and be acquainted with dense traffic problems
- Demonstrates a client-oriented approach, tact and the ability to work with people of different national and cultural backgrounds.

## WHO Competencies

WHO global Competencies model at [http://www.who.int/employment/WHO\\_competencies\\_EN.pdf?ua=1](http://www.who.int/employment/WHO_competencies_EN.pdf?ua=1)

Knowing and managing yourself

Teamwork

Producing results

Communication

## Use of Language Skills

**Essential:** Intermediate knowledge of English. Expert knowledge of Farsi.

**Desirable:**

## REMUNERATION

WHO offers staff in the General Services category an attractive remuneration package, which for the above position includes an annual net base salary starting at USD 15,428 (subject to mandatory deductions for pension contributions and health insurance, as applicable) and 30 days of annual leave.

## ADDITIONAL INFORMATION

- This vacancy notice may be used to fill other similar positions at the same grade level
- Only candidates under serious consideration will be contacted.
- A written test and/or an asynchronous video assessment may be used as a form of screening.
- In the event that your candidature is retained for an interview, you will be required to provide, in advance, a scanned copy of the degree(s)/diploma(s)/certificate(s) required for this position. WHO 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 through the link: <http://www.whed.net/>. Some professional certificates may not appear in the WHED and will require individual review.
- According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible.
- Any appointment/extension of appointment is subject to WHO Staff Regulations, Staff Rules and Manual.
- The WHO is committed to creating a diverse and inclusive environment of mutual respect. The WHO recruits and employs staff regardless of disability status, sex, gender identity, sexual orientation, language, race, marital status, religious, cultural, ethnic and socio-economic backgrounds, or any other personal characteristics.
- The WHO is committed to achieving gender parity and geographical diversity in its staff. Women, persons with disabilities, and nationals of unrepresented and underrepresented Member States (<https://www.who.int/careers/diversity-equity-and-inclusion>) are strongly encouraged to apply.
- Persons with disabilities can request reasonable accommodations to enable participation in the recruitment process. Requests for reasonable accommodation should be sent through an email to [reasonableaccommodation@who.int](mailto:reasonableaccommodation@who.int).
- An impeccable record for integrity and professional ethical standards is essential. WHO prides itself on a workforce that adheres to the highest ethical and professional standards and that is committed to put the [WHO Values Charter](#) into practice.
- WHO has zero tolerance towards sexual exploitation and abuse (SEA), sexual harassment and other types of abusive conduct (i.e., discrimination, abuse of authority and harassment). All members of the WHO workforce have a role to play in promoting a safe and respectful workplace and should report to WHO any actual or suspected cases of SEA, sexual harassment and other types of abusive conduct. To ensure that individuals with a substantiated history of SEA, sexual harassment or other types of abusive conduct are not hired by the Organization, WHO will conduct a background verification of final candidates.
- WHO has a smoke-free environment and does not recruit smokers or users of any form of tobacco.
- For information on WHO's operations please visit: <http://www.who.int>.
- WHO also offers wide range of benefits to staff, including parental leave and attractive flexible work arrangements to help promote a healthy work-life balance and to allow all staff members to express and develop their talents fully.
- The statutory retirement age for staff appointments is 65 years. For external applicants, only those who are expected to complete the term of appointment will normally be considered.
- Please note that WHO's contracts are conditional on members of the workforce confirming that they are vaccinated as required by WHO before undertaking a WHO assignment, except where a medical condition does not allow such vaccination, as certified by the WHO Staff Health and Wellbeing Services (SHW). The successful candidate will be asked to provide relevant evidence related to this condition. A copy of the updated vaccination card must be shared with WHO medical service in the medical clearance process. Please note that certain countries require proof of specific vaccinations for entry or exit. For example, official proof /certification of yellow fever vaccination is required to enter many countries. Country-specific vaccine recommendations can be found on the WHO international travel and Staff Health and Wellbeing website. For vaccination-related queries please directly contact SHW directly at [shws@who.int](mailto:shws@who.int).
- This post is subject to local recruitment and will be filled by persons recruited in the local commuting area of the duty station.
- In case the website does not display properly, please retry by: (i) checking that you have the latest version of the browser installed (Chrome, Edge or Firefox); (ii) clearing your browser history and opening the site in a new browser (not a new tab within the same browser); or (iii) retry accessing the website using Mozilla Firefox browser or using another device. Click this link for detailed guidance on completing job applications: [Instructions for candidates](#)
- For assessment of your application, please ensure that:

-Your profile is properly completed and updated;

-All required details regarding your qualifications, education and training are provided;

- Your experience records are entered with elaboration on tasks performed at the time.

Kindly note that CVs/PHFs inserted via LinkedIn are not accessible.