



THE UNITED NATIONS POPULATION FUND

Sub-regional Office for the Caribbean invites applications from suitably **qualified nationals of Jamaica.**

JOB ID NO.:	20020
CLOSING DATE:	September 7, 2024
POST TITLE:	Driver
CATEGORY:	GS-3
POST NUMBER:	00008649
POST TYPE:	Non-rotational
DUTY STATION:	Jamaica
DURATION:	One year (renewable)
ORGANIZATIONAL UNIT:	UNFPA Sub-regional Office for the Caribbean

Organizational Location

The post of Driver is located in UNFPA SROC, Jamaica, and reports to the International Operations Manager.

Job Purpose

The Driver provides reliable and safe driving services to the Director, Deputy Director and other high-ranking UN officials and visitors, ensuring the highest standards of discretion and integrity, sense of responsibility, and excellent knowledge of protocol and security issues. The Driver also demonstrates a client-oriented approach, courtesy, confidentiality, tact and ability to work with people of different national and cultural backgrounds. The driver will also be required to support some basic IT related functions, mostly setting up teleconference equipment for meetings.

Upon the request of the supervisor, the Driver will also be required to provide driving services to the operations and programme staff in the SRO, consultants and experts and UN staff on mission, but this will not be the predominant function of the post.

Requirements:

To apply please visit our website: <https://bit.ly/UNFPADRJA2024> for the detailed Job Description and instructions. **Only short-listed candidates will be contacted.**