

DRIVER/OFFICE ASSISTANT (EDUCATION FOR HEALTH AND WELLBEING)

Parent Sector : Education Sector (ED)
Duty Station: Lilongwe
Classification of duty station: [[filter12]]
Standard Duration of Assignment : [[filter13]]
Job Family: Education
Type of contract : Non Staff
Level :
Duration of contract : 1 year
Recruitment open to : External candidates
Application Deadline (Midnight Paris Time) : 23/03/23

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

OVERVIEW OF THE FUNCTIONS OF THE POST

UNESCO's new strategy, Education for Health and Well-being, provides the overarching framework for concerted action by UNESCO and its partners at global, regional and country levels during 2016-2021. While the strategy reflects UNESCO's continued commitment to HIV, it also reflects the shift towards situating HIV within the framework of comprehensive sexuality education. Furthermore, UNESCO recognizes that the education sector cannot achieve better health and well-being alone and thus will also support education sector collaboration with other sectors and with the health sector in particular. UNESCO will engage political leaders and the Regional Economic Communities, especially Southern Africa Development Community (SADC) to sustain the response and provide a platform for collaboration and accountability.

The Driver/Logistics Assistant will be responsible for providing driving services and support to office activities for the Education for Health and Wellbeing in Malawi.

Under the authority of the Regional Representative and Director of the UNESCO Regional Office for Southern Africa, the oversight of the Regional Advisor - Education for Health and Wellbeing for Eastern & Southern Africa, and the direct supervision of the Project Officer – Education for Health and Wellbeing Malawi, the incumbent is responsible for providing driving services, support programme implementation and logistical management of programs/projects/activities related to UNESCO's expanded work on Education for Health and Wellbeing in Malawi.

The Driver/Logistics Assistant will support the in-country Project Officer in the implementation of the "Our Rights, Our Lives, Our Future" (O3) Programme for Education for Health and Wellbeing in Malawi. More specifically, the incumbent will undertake the following tasks and responsibilities:

Reliable and safe driving services for staff and officials

- Ensure provision of reliable and safe driving services and car maintenance in an effective and professional manner, ensuring high accuracy of work;
- Provide driving services to the operations and programme staff in the Lilongwe Office and UNESCO staff on mission as per authorized routing within the UN safety and security rules and regulations;

Documentation of vehicle related information

- Ensure cost-savings through proper use of vehicle through accurate maintenance of daily vehicle logs, provision of inputs to preparation of the vehicle maintenance plans and reports;
- Ensure that all immediate actions required by rules and regulations are taken in case of involvement in accidents;
- Demonstrate excellent knowledge of driving rules and regulations and skills in minor vehicle repair and protocol for Drivers;

Diplomatic contact and protocol

- Demonstrate a client-oriented approach, high sense of responsibility, courtesy, tact and the ability to work with people of different national and cultural background

Logistics and Administrative Support

- Be in charge of the front desk in the office to receive and document visitors to the office
- Serve as a focal point for some project activities
- Collect and manage project documents i.e posters, booklets, visibility materials, etc
- Assist project team in the collection and compilation of data from training of teachers at zonal level

COMPETENCIES (Core / Managerial)

Accountability (C)

Communication (C)

Innovation (C)

Knowledge sharing and continuous improvement (C)

Planning and organizing (C)

Results focus (C)

Teamwork (C)

For detailed information, please consult the [UNESCO Competency Framework](#).

REQUIRED QUALIFICATIONS

Education

- Secondary Education
- Valid Driver's license with defensive driving certificate and knowledge of local driving rules and regulations
- Certificate in Administration or related field

Work Experience

Driving

- At least 5 years work experience as a driver with a safe driving record;
- Knowledge of driving rules and regulations and skills in minor vehicle repair

Administrative Support

- Experience in manning reception and programme support of project offices.
- Experience in compiling data for project activities.
- Experience and competency in Microsoft Office.

DESIRABLE QUALIFICATIONS

Languages

- Fluency in English. Fluency in other local languages would be an added advantage

Desirable qualifications

- Diplomatic training certification

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BENEFITS AND ENTITLEMENTS

Rename the “BENEFITS AND ENTITLEMENTS” title to “APPLICATION PROCESS”, and use additional sections if required to add other relevant information.

Otherwise you can delete this section.

SELECTION AND RECRUITMENT PROCESS

Please note that all candidates must complete an on-line application and provide complete and accurate information. To apply, please visit the [UNESCO careers website](#). No modifications can be made to the application submitted.

The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview.

UNESCO uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates.

Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided.

UNESCO recalls that paramount consideration in the appointment of staff members shall be the necessity of securing the highest standards of efficiency, technical competence and integrity. UNESCO applies a zero-tolerance policy against all forms of harassment. UNESCO is committed to achieving and sustaining equitable and diverse geographical distribution, as well as gender parity among its staff members in all categories and at all grades. Furthermore, UNESCO is committed to achieving workforce diversity in terms of gender, nationality and culture. Candidates from non- and under-represented Member States ([last update here](#)) are particularly welcome and strongly encouraged to apply. Individuals from minority groups and indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the highest level of confidentiality. Worldwide mobility is required for staff members appointed to international posts.

UNESCO does not charge a fee at any stage of the recruitment process.