



World Health Organization

Country Office For Bangladesh

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Vacancy Notice No: SO-02 (TUB)/B	Date of Issue: 27 July 2010
Title : Driver - Cum - Messenger	Deadline for application : 16 August 2010
Grade : GS 2	Contract type: Fixed Term
Duration of contract: Up to two years	Duty Station: Dhaka, Bangladesh
Organization unit: Tuberculosis Programme Office, TB Gate, Mohakhali, Dhaka	
Annual salary: BDT 311,648 /=plus admissible allowances	

Expected Outcomes:

Under the overall guidance of the WHO Representative to Bangladesh and direct supervision WHO Medical Officer (TB), the incumbent performs the following duties:

- i) Drives office vehicle (s) for the transport of authorized personnel and delivers and collects mail, documents and other items;
- ii) Meets official personnel at the airport and facilitate immigration and custom formalities as required and collect pouches;
- iii) Responsible for the day-to-day maintenance of the assigned vehicle, check oil, water, battery, brakes, tyres etc, performs minor repairs and arranges for other repair and ensures the vehicle is kept clean;
- iv) Log all trips, daily mileage, fuel consumption, oil changes, greasing etc;
- v) Ensures that the steps required by rules and regulations are taken in case of accident;
- vi) Performs any other task as required;

Required qualifications:

Education and Special Training:

- Education equivalent to 8 years of general education and a valid driver's license

Experience (length and nature):

- Considerable experience as a driver; safe driving record

Languages:

- Basic knowledge of English and good command of Bangla

Knowledge and Skills:

- Knowledge on driving rules and regulations and skills in maintenance and minor repairs of the vehicle, Familiarity with official radio communication procedures

Note:

Applicants should submit a brief resume of their relevant experience and other qualifications together with completed Personal History Form (PHF), Verification Form and give reasons for being suitable of the post. A Personal History Form and detailed vacancy notice can be downloaded from www.whoban.org. Applicants are advised to send their applications by courier/registered mail to: The WHO Representative, House No.12, Road No.7, Dhanmondi R.A., Dhaka-1205, and Bangladesh. A written test using computer will be held only for the short listed candidates and only qualifying candidates in written test will be requested to attend the interview. This vacancy is open to applicants of EITHER SEX. Applications from WOMEN are encouraged. We regret that due to large volume of applications normally received, applications cannot be acknowledged individually.



WHO has a smoke-free environment and does not recruit smokers or other tobacco users

VERIFICATION OF DATE AND PLACE OF APPLICATION TO VACANCY

You are submitting your application for the following vacancy:

Driver Cum Messenger

Ref: SO-2 (TUB)/B, Grade: GS 2

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 completed 8 years general education at school or equivalent?

Yes No

3. Do you have considerable (minimum 3 years) working experience as a driver?

Yes No

4. Do you have a valid driving license?

Yes No

5. Do you have any safe driving record from your previous/current employer?

Yes No

6. Are you familiar with official radio communication procedures?

Yes No

7. Do you have basic knowledge of English and good command of Bangla?

Yes No

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: