

Reference:	BAN SCC/SSA
Date of Issue:	20 January 2010
Title :	Driver-cum-Messenger (two positions)
Location	WHO, Dhaka
Official Station	Anywhere in Bangladesh
Appointment Type	Special Services Agreement (SSA), Level - 02
Duration	Initial contract up to 31 December 2010 (may be extended)
Closing Date	10 February 2010

Terms of Reference:

Under the overall guidance of the concerned supervisor, the incumbent will perform day-to-day work under the supervision of the designated supervisor. The incumbent will report to WHO Representative to Bangladesh through his concerned supervisor and will have the following terms of reference:

1. To provide transport services to the WHO Staff;
2. Drive office vehicles for transport of authorized personnel and delivery, collection of mail, documents and other items, including packing and removal from vehicle, as directed by Supervisor;
3. Responsible for the day-to-day cleanliness and maintenance of the assigned vehicle, checks oil, water, battery, brakes, tyres etc., performs minor repairs, arranges for other repairs and ensures monitoring of the repairs conducted at the workshops including usage of spare parts;
4. Maintain logbook of all trips, daily mileage, purpose of trip, gas consumption, oil changes, greasing, etc.;
5. Ensures that the steps required by rules and regulations are taken in case of involvement in accident;
6. Assist in filing, correspondence and documentation and perform any other duties as directed by Supervisor;
7. Ready to serve any where in Bangladesh according to the needs of the programme;
8. To perform any other relevant task assigned by the designated Supervisor.

CORE COMPETENCIES:

- Producing results
- Fostering integration and team work
- Knowing and managing yourself

REQUIRED QUALIFICATIONS

Education and Skills: Class VIII, Secondary School Certificate would be desirable. Should have a valid driving license.

Experience: At least 5 years of working experience as a driver in any National/International/ UN Organization with a safe driving record.

Knowledge, abilities & skills, including personal qualities & human relationships: Knowledge of driving rules and regulations, skills in maintenance and minor repair of vehicle, maintain vehicle (in English) documentation. Ability to perform full time field duties will be an asset.

Languages required and the level & nature of their use: Must be capable of understanding, reading and writing English and local language.

Annual Salary: Tk.216, 707.- per annum plus other admissible allowances

IMPORTANT INSTRUCTIONS:

Note: Applications should be transmitted in two copies quoting vacancy notice number.

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 or can be obtained from the World Health Organization House No.12, Road No.7, Dhanmondi R/A., Dhaka-1205, Bangladesh. Applicants are advised to send their applications by courier/registered mail to: The WHO Representative, Country Office for Bangladesh, House No.12, Road No.7, Dhanmondi R/A., Dhaka-1205, Bangladesh. A competency test in written and computer software skill will be held for the short listed candidates and only those 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
Level: SSA 2
Ref: SO-13 (SCC)/SSA

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 class VIII or Secondary School Certificate?

Yes No

If you answered "Yes", please specify: _____

4. Do you have a valid driving license?

Yes No

5. Do you have at least 5 years of working experience in any National / International / UN organizations?

Yes No

6. Do you have any safe driving record?

Yes No

7. Are you capable of understanding, reading and writing English and local language?

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: