

Vacancy Announcement
INTERNAL/EXTERNAL

POSITION: DRIVER/CLERK
Type of Appointment: Fixed Term (1 year)
Category: GS3

Responsibilities:

Under the guidance of the Director of the United Nations Information Centre in Mexico City, the incumbent of the position will be responsible for the transportation of the authorized UNIC's staff to official events; he/she will be responsible for the maintenance of the official vehicle (verification, cleanliness, mechanical services, etc.) and for the maintenance of monthly trip log book. He/she will also be responsible for the distribution and stock control of UN information material. He/she will be responsible for the receipt of the diplomatic pouch sent by UN Headquarters New York, as well as its opening and distribution. He/she will also provide photo services for official events, including taking of pictures and their uploading to the server. The incumbent will also perform other functions, as required.

The incumbent must be able to work as a member of a team to support the daily activities of the office.

Academic Requirements:

- High school certificate or its equivalent
- Basic knowledge of MS office
- Basic knowledge of English (desirable)
- Current driver's license and knowledge of local traffic laws.

Competencies:

- Team work
- Creativity and initiative
- Discretion, high dependability and commitment to personal ethics

Background:

- At least 5 years of professional experience
- At least 3 years work experience within the UN System and/or activities in support the United Nations (desirable).

Persons who fulfil the requirements listed above and are willing to assume new challenges within the United Nations system are invited to apply by providing their Curriculum Vitae or P11 form along with a letter of introduction, to the United Nations Information Centre in Mexico City (Presidente Masaryk 29, 2° floor, Chapultepec Morales, Mexico, D. F.) in person or by mail, or sent it by fax to (55) 5203.8638.

The deadline for applications is 13 August 2008. No application documents or materials will be returned.