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Pacific Sub-Regional Office

**Title:** Senior Driver/Clerk (G3)

**CALL TO ACTION**

* Are you result driven and can you work well in teams?
* Do you have a keen eye for detail and can you ensure high quality and accuracy of work?
* Can you multi-task, prioritize and continuously strive to improve business processes?

If so, this might be the job for you.

**How You Can Make a Difference:**

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

**Job Purpose:**

You will work with an inter-disciplinary team and play a key role in providing safe, secure and reliable driving services to the UNFPA Sub-Regional Director and Representative and other UN officials and visitors ensuring the highest standards of discretion and integrity, sense of responsibility, 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 nationalities and cultural background. Simultaneously you will provide clerical and administrative support to other operation services including registry, visa/permits, custom clearance, reception and dispatches of mails, pouches, messages for the smooth flow of information.

**Qualification and Experience:**

Your Education

* Completion of Secondary School is required

Your Experience

* Minimum of 3 years relevant professional practical working experience as a driver in an organization with a safe driving record is required
* Previous work experience with International Organization, Embassy or with the United Nations system and defense driving skills would be considered an asset;
* General knowledge of office operations and prior experience with office mail delivery is desirable;

Find out more and apply by clicking “Apply Now’’ at <http://bit.ly/2krMXvF> where full details of the position is available.

**CLOSING DATE**: Friday 4 October 2019 (5pm Fiji Time)