



International Monetary Fund, Resident Representative Office for Ukraine

## **VACANCY ANNOUNCEMENT**

### **Driver**

The International Monetary Fund (IMF) Resident Representative Office for Ukraine is seeking to hire a driver.

Duty station: Kyiv, Ukraine

Duration of commitment: One (1) year but the contract can be renewed multiple times.

Start date: September or October 2024

#### **Major Duties and responsibilities**

Under supervision, the incumbent will undertake the following duties and responsibilities:

Serves as driver for the official business of the Resident Representative for both in-town and out-of-town trips.

Drives office vehicles on demand between Resident Representative office and other loading or unloading points, with due regard to other traffic and time schedules, applying knowledge of traffic regulations and best routes; assists passengers boarding or leaving vehicle; and loads and unloads baggage, documents or goods.

Familiarizes self with the local UN security regulations and check vehicles daily to ensure compliance with these regulations. Takes due regard to traffic and other security regulations.

Ensures IMF vehicles are maintained and kept clean daily. Make arrangements for maintenance of the assigned vehicle, i.e., oil check, water, battery, brakes, tires, etc., and minor repairs.

Makes sure that the vehicle is duly equipped with the basic safety implements such as: fire extinguisher, spare wheel, safety belts, and jack & tools.

Keeps a Log of official trips, daily mileage, gas consumption, oil changes.

Ensures that the steps required by rules and regulations are taken in case of involvement in an accident.

Makes deliveries of parcels, documents, etc., between the office and other institutions.

Makes minor purchases and collects purchases from local suppliers upon demand and may make or collect payment for goods.

Assists in the registration of vehicles and obtaining licenses for expatriate staff.

Performs other duties as required, e.g., reception, messenger services, photocopying as assigned by the Resident Representative.

**Qualifications:**

- Completion of secondary school education is highly desirable. A valid driver's license and significant driving experience is a must. Knowledge of driving rules and regulations.

In addition to the qualifications set forth above, the successful candidate must have:

- At least three to five years of driving experience with local and highway driving, preferably with an SUV.
- Accident-free driving experience for the last 3 years.
- Experience with diplomatic missions or international organizations considered an advantage.
- The driver is expected to have excellent driving skills, Awareness of defensive and evasive driving. Ability to communicate orally and in writing. The driver will need to exercise appropriate discretion in dealing with sensitive material. Be able to deal effectively and tactfully with state visitors at all levels. They should have good interpersonal skills and be very respectful. The driver is expected to learn new office administrative tasks and must have occasionally the ability to work long hours and weekends.
- Knowledge of English in addition to local language.

**Please e-mail your CV and a motivation letter to [rr-ukr@imf.org](mailto:rr-ukr@imf.org) no later than by Wednesday August 19, 2024 COB with the subject line "The Vacancy".**

Only short-listed candidates will be acknowledged.