



**Vacancy Announcement No. ISA-OPS.2021006
Driver**

Publication Date:	28 January 2025
Deadline for Application:	10 February 2025 (midnight IST)
Title:	Driver
Grade: (ss defined by salary scales applicable in the United Nations Common System)	G5
Duration of Appointment:	Two years, with possibility of extension (as per ISA Regulations)
Duty Station:	Gurgaon, Haryana, (Delhi) India
Expected date of joining Duty	As soon as possible

Background

The International Solar Alliance (ISA) is an international organization headquartered in Gurgaon, National Capital Region of India. The vision and mission of the ISA is to provide a dedicated platform for cooperation among solar resource rich countries where the global community, including bilateral and multilateral organizations, corporates, industry, and other stakeholders, can make a positive contribution to assist and help achieve the common goals of increasing the use of solar energy in meeting energy needs of the ISA Member Countries in a safe, convenient, affordable, equitable and sustainable manner.

The Driver will perform the full range of functions specified under the role responsibilities in this advertisement.

The Driver will report to Administration Associate at ISA.

Duties and Responsibilities

Transportation

- Ensure the safe and timely transportation of assigned passengers, goods, or materials to designated destinations as directed by ISA.
- Maintain high standards of vehicle quality and performance.
- Conduct routine inspections and checks of the vehicle, including fuel, oil, tires, and brakes, to ensure optimal operational readiness.
- Uphold cleanliness and maintenance of the vehicle at all times, ensuring a professional appearance.
- Promptly report any mechanical issues or damages to ensure timely repairs and maintain vehicle safety.
- Adhere to all safety protocols and regulations, including strict compliance with traffic laws.

Planning and Navigation

- Meticulously plan routes to optimize efficiency and avoid traffic delays, utilizing advanced navigation tools to ensure timely arrivals.
- Develop a thorough understanding of routes to regular destinations to enhance operational efficiency.
- Documentation:
 - Maintain accurate and detailed trip records, including mileage, fuel consumption, and delivery logs to ensure compliance and accountability.
 - Handle all necessary paperwork, such as delivery receipts and invoices, to facilitate accurate record-keeping.
- Service Delivery:
 - Deliver exceptional customer service by maintaining a courteous and professional demeanour when interacting with passengers or clients.
 - Assist with the loading and unloading of goods as needed to ensure a smooth delivery process.

Competencies

Professionalism: Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines, and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Communication: Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors' language, tone, style, and format to match audience; demonstrates openness in sharing information and keeping people informed.

Planning and Organizing: Ability to plan and organize assignments. Identifies priority activities and assignments; adjusts priorities as required. Allocates appropriate amount of time and resources for completing work. Uses time efficiently. Demonstrates high degree of autonomy in the discharge of assignments.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Qualifications

Education:

- A High School Certificate
- A valid Driver's License (car)

Experience:

- A minimum of five years of progressively responsible and relevant experience in driving vehicles for senior officials
- Relevant interpersonal skills while dealing with senior officers and his/her guests.
- Experience showcasing good public relations
- Experience in maintaining records
- Good understanding of the road and traffic rules
- Experience & knowledge – driving an e-vehicle

Language:

Communication Skills Requirement:

The role requires good verbal communication skills in English. As English is the official and operational language of the organization, a reasonably good command of both written and spoken English is expected.

Recruitment Guidelines

Qualified candidates must apply for the above-mentioned vacancy on-line, through ISA's portal. Any applicants who have difficulties applying through the online portal should immediately contact the ISA secretariat at careers.isa@talenttribeconsulting.com.

The ISA is striving to achieve gender parity at all levels as it proceeds with the recruitment of both locally and internationally recruited staff. In this regard, female candidates are strongly encouraged to apply for all positions within the organization.

The ISA maintains a retirement age of 65 years.

Please note that only candidates under serious consideration will be contacted for an interview and will receive notice of the outcome of the selection process.

The ISA retains the right to cancel the selection process if it is determined in the best interest of the Organization.

The ISA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Should you receive a solicitation for the payment of a fee, please disregard it. Furthermore, please note that emblems, logos, names, and addresses are easily copied and reproduced. Therefore, you are advised to apply particular care when submitting personal information on the web.

In addition to the salary, the ISA will provide the following allowances to the selected candidate:

- a. Dependency allowances (for eligible spouse and up to 3 children)*
- b. Annual and sick leave (Annual leave accredited at 2.5 days per month)*
- c. Health insurance premium contribution as per ISA rules*
- d. Pension contributions (ISA will contribute a lump sum payment equivalent to UN common system rates (15.8% of net salary).*
- e. Income tax reimbursement (the ISA provides for national income tax reimbursement upon proof of payment*