

Call for Expression of Interest

Post Title:	Senior Driver	Duty Station:	Madrid, Spain
Reference:	UNWTO/HHRR/CFE/03/OFSG/2026	Start Date:	As soon as possible
Area/Type:	III/3A	Duration:	12 months
Department:	Office of the Secretary-General	Deadline for Applications:	31 March 2026 (Deadline extended)
Contractual Status:	Service Contract		

DUTIES AND RESPONSIBILITIES

The **World Tourism Organization (UN Tourism)** is the United Nations agency responsible for the promotion of responsible, sustainable and universally accessible tourism.

UN Tourism is currently looking for a **Senior Driver** for the **Office of the Secretary-General**. The Office of the Secretary-General is responsible for establishing the strategic vision of the Organization, in coordination with all Members and partners, and coordinating and supervising all Departments of the Secretariat. It is also responsible for supervising the preparation, implementation and evaluation of the Programme of Work of the Organization.

Under the supervision of the Chief of Cabinet, the incumbent performs the following duties:

1. Drives the Secretary-General, as required;
2. Drives official vehicles for the transport of authorized personnel, including senior officials;
3. Meets officials at airports, major transportation hubs or other official locations, and assists with immigration and customs formalities, as required;
4. Ensures the day-to-day maintenance of assigned vehicles, including checking oil, water, battery, brakes, tires, etc.; performs minor repairs and arranges for other major repairs as necessary; ensures that the vehicles are kept clean and roadworthy; verifies and processes invoices for maintenance/repair of official vehicles;
5. Ensures compliance with all administrative requirements of official vehicles, such as insurance, registration, fuel payments, documentation, etc.;
6. Determines optimal routes and plan itineraries in coordination with security and protocol requirements;
7. Maintains accurate logs of official trips, daily mileage, fuel consumption, servicing schedules, and related records;
8. Ensures that all required steps are taken in accordance with UN Tourism rules and regulations, and local legislation procedures, in case of an accident;
9. Delivers documents to UN Tourism designated addresses within Madrid;
10. Assists with other support services tasks, including but not limited to receiving property and supplies, inventory management and other related administrative tasks;
11. Maintains daily coordination with the Security Department regarding routes, access control, arrivals, and preventive security matters;

12. Performs other duties as required.

REQUIREMENTS

Academic

- University degree in a field related to the activities of the department; a university degree in another discipline may be accepted in lieu if it is pertinent to the requirements of the post and in combination with relevant professional experience;
- Technical or vocational training in automotive mechanics, transport services, defense driving, security, or a related field is desirable;
- Demonstrated professional driving experience in combination with the completion of a high school diploma or equivalent, may be considered in lieu of formal higher education.

Experience

- At least three years of relevant work experience;

Languages

- Fluency in Spanish or English is essential; with a good working knowledge of the other;
- Good working knowledge of another of the official languages of the Organization (Arabic, Chinese, French or Russian) is an asset.

Computer Skills

- Computer literacy in Microsoft Office software and Windows 11;
- Ability to maintain electronic logs and basic administrative records.

Other Skills and Competencies

- Possession of a valid driver's license for category B vehicles is mandatory;
- Knowledge of safe driving and capable of undertaking minor vehicle repairs;
- Professional appearance and manner;
- Availability to drive after office hours, including evenings and weekends;
- Excellent knowledge of local traffic laws and road networks within the duty station;
- Tact, accuracy, discretion and the ability to work harmoniously in a multi-cultural environment;
- Physical fitness sufficient to perform the required duties, including lifting moderately heavy items;
- Knowledge of personal defense techniques is an asset;
- Training in defensive driving and security protocols is an asset;
- Private Security Escort (Escolta Privado), certified by the Spanish Ministry of the Interior is an asset;
- UN or previous work experience within an international organization would be an asset;
- Client orientation;
- Communication;
- Accountability;
- Planning and organizing;
- Technological awareness;
- Commitment to UN Tourism.

Remuneration and Other Conditions

The monthly remuneration of the selected candidate would be in the based range of EUR 1,600 – EUR 2,000, depending on previous professional experience, skills and competencies. The Service Contract holder will be affiliated to the UN Tourism health insurance plan (co-shared scheme in conformity with the Organization's

procedures). The Organization will contribute 13% of the aforementioned monthly remuneration to the individual's pension scheme.

**Application
Procedure**

Interested applicants are requested to complete the [Online UN Tourism Personal History Form](#). Please note that UN Tourism will only accept applications received through our web-based system. Applications sent by other means (e.g. post, email, etc.) or received after the deadline indicated above, will not be taken into consideration.

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- **As per UN Tourism's policy on contractual mechanisms, the maximum length of service for Service Contracts shall be limited to three years, extendable on an exceptional basis up to a total of four years;**
 - Candidates who do not receive any feedback within three months of the deadline should consider their application as unsuccessful;
 - Short-listed candidates may be asked to take a competitive exam and/or interview as part of the final phase of the selection process. These candidates will be contacted directly for this purpose;
 - **There is no guarantee either that the initial contract will be renewed or that a career appointment within UN Tourism will subsequently be offered. Any extension beyond the advertised duration is subject to the availability of funds and necessities of service.**