



JOB DESCRIPTION

Official Job Title: Driver **Duty Station:** Kasulu, Kigoma
Grade (Classified) GS-2 **Contract type:** Individual Consultant

Duration: 3 Months

1. Organizational Location

The post of Driver is located in UNFPA Kasulu Field Office and reports to the International Operations Manager/ Operations Specialist and to the UNFPA Sexual Reproductive Health and Rights (SRHR) Coordinator based in Kasulu.

2. Job Purpose

The Driver provides reliable and safe driving services to UNFPA 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 national and cultural backgrounds. Additionally, s/he drives the office vehicle for transporting authorized personnel and delivery/collection of mail, documents and other items for the UNFPA field offices in Kasulu district in Kigoma region.

3. Major Activities/Expected Results

- Drives for UNFPA officials and staff. Ensures provision of reliable and safe driving services by:
 - a) Driving office vehicles for the transport of UNFPA staff, officials and visitors and delivery and collection of mail, documents and other items, and
 - b) Meeting official personnel and visitors at the Kigoma airport to the UNFPA field offices in Kasulu and Kibondo.
- The driver will be in charge of security matters, including knowledge of the security situation in the field, obtain security clearance for field missions when necessary, organize police escort in liaison with UNHCR field security associate/ focal person when necessary, organizing the payment/in kind reimbursement of fuel to the security officers, and documentation and reporting on the movements/fuel reimbursements to the field OIC and Operations Manager.
- The driver will ensure functionality of, and maintain and operate security equipment for the vehicle, including radio systems, winch, fire extinguisher and first aid box.
- Ensures cost-savings through proper use of vehicle through accurate maintenance of daily vehicle logs, provision of inputs to preparation of the vehicle maintenance plans and reports.

- Ensures proper day-to-day maintenance of the assigned vehicle through timely minor repairs, arrangements for major repairs, timely changes of oil, check of tires, brakes and water levels, car washing, etc so that the vehicle is kept clean and in good running condition at all times.
- Ensures proper use of vehicle maintenance plans and assistance in preparing vehicle history report.
- Ensures availability of all the required documents/supplies including vehicle insurance, vehicle registration, vehicle logs, office directory, map of the city/country, first aid kit, and necessary spare parts in the assigned vehicle.
- Ensures that the steps required by rules and regulations are taken in case of involvement in an accident.
- When necessary, translates in local language for the head of the office and/or official personnel using the car.
- Assists office staff in filing, photocopying and maintaining stores when required. Assists in the mailing and distribution of newsletters and publications as required.
- Performs other tasks as assigned by the supervisor.

4. **Work Relations**

Internal contacts with UNFPA staff and visiting officials. Collaborates with other drivers in the country office and in the field.

External contacts relate to pick-up and deliveries and arrival/departure formalities. May collaborate with other UN Agency Drivers for major functions. Interacts with national and international partners in carrying out his/her duties

5. **Job Requirements**

Education: Completed Secondary Level education.

Knowledge and Experience:

- Valid driver's license
- Three years work experience as a driver in an international organization, embassy or UN system with a safe driving record.
- Knowledge of driving rules and regulations, chauffeur protocol and courtesies, and local roads and conditions
- Skills in minor vehicle repairs

Values:

- Exemplifying integrity
- Demonstrating commitment to UNFPA and the UN system
- Embracing cultural diversity
- Embracing change

Core Competencies:

- Achieving results
- Being accountable
- Developing and applying professional expertise/ business acumen
- Thinking analytically and strategically
- Working in teams/ managing ourselves and our relationships
- Communicating for impact

Functional Skill Set:

- Providing logistical support
- Managing data
- Managing documents, correspondence and reports
- Managing information and work flow
- Planning, organizing and multitasking

Languages: Fluency in the language of the duty station; knowledge of the UN language of the duty station.

How to Apply:

Applicants are kindly requested to send their application documents to tanzania.office@unfpa.org by 13th February 2019.

Note: The application documents to be send are P11 Form and CV which is mandatory. P11 form can be accessed at <http://tanzania.unfpa.org/vacancies/p11> . Applicants will be short-listed on the basis of their qualifications and work experience. Only the short-listed candidates will be invited for interviews.