



JOB DESCRIPTION

Official Job Title:	Driver	Duty Station: Dar Es Salaam
Grade (Classified)	GS-2	
Post Number:	4327	
Post Type:	<input type="checkbox"/> Rotational <input checked="" type="checkbox"/> Non-Rotational	
Classification Authority:	DHR Director	Date: October 2015

1. Organizational Location

The post of Driver is located in UNFPA Country Offices and reports to the Administrative Associate

2. Job Purpose

The Driver provides reliable and safe driving services to 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 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 office.

3. Major Activities/Expected Results

- Drives for UN officials and staff. Ensures provision of reliable and safe driving services by a) driving office vehicles for the transport of UN staff, officials and visitors and delivery and collection of mail, documents and other items, and b) meeting official personnel and visitors at the airport including visa and customs formalities arrangement when required.
- 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.

- Keeps track of insurance and other tax formalities
- 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 and arranges to pay office telephone and other bills, 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 office.

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 apply through the link below:

https://jobs.undp.org/cj_view_job.cfm?job_id=61131 by **13 November 2015**.

Note: After initial submission, you will be prompted to upload your CV please upload a copy of updated P11 Form and CV which is mandatory. P11 form can be accessed at <http://tanzania.unfpa.org/drive/P11-UNFPA-Tanzania.doc>. The detailed Terms of Reference (TOR) is posted on the UNFPA Tanzania Country Office website accessible via URL <http://tanzania.unfpa.org>.

Applicants will be short-listed on the basis of their qualifications and work experience. Only the short-listed candidates will be invited for interviews.