



JOB DESCRIPTION

Position Information: OPEN TO TANZANIA NATIONALS ONLY

POST TITLE:	Driver
CATEGORY:	GS - 2
POST TYPE:	Temporary Appointment
DUTY STATION:	Simiyu, United Republic of Tanzania
DURATION:	One year (renewable, subject to performance)
ORGANIZATIONAL UNIT:	Program
REPORTS TO:	Project Coordinator
Application Deadline:	28th August 2017

1. Organizational Location

UNFPA Tanzania country office is in the process of recruiting a driver to support the implementation of the Reproductive Maternal New-born Child and Adolescent Health (RMNCAH) project in Simiyu. The project intend to **Strengthening health systems to reduce maternal mortality and morbidity in the region**. The candidate will be based in Simiyu region and will support the implementation of the 2 year project (2017 – 2018) funded by KOICA and implemented by UNFPA in collaboration with the Ministry of Health, Community Development, Gender, Elderly and Children (MOHCDGEC) and President’s Office Regional Administration and Local Government (PORALG).

The post of Driver is located in UNFPA Simiyu Field Office and will work under the overall guidance of the International Operations Manager and directly supervised Project Coordinator based in Simiyu Region.

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 Simiyu Region. S/he will also support some project photographing and documentation in the field.

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 to the UNFPA field offices in Simiyu.
- 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, 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.
- Assists in photographing and some documentations of project events and field work
- Performs other tasks as assigned by the supervisor.

4. Work Relations

The driver maintains collaborative relationships with all programme and project staff at the Simiyu Field Office and Country Office.

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

External contacts relate to pick-up and deliveries and arrival/departure formalities. May collaborate with other UN agencies drivers in Simiyu and drivers working with UNFPA implementing partners including Regional Health Management Team (RHMT) and Council Health Management Team (CHMTs) and collaborative NGOs in the project districts.

5. Job Requirements

Education: Completed Secondary Level education. Basic trainings in the driving and vehicle industry will be an added advantage.

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.
Knowledge of Kiswahili is desirable.

6. How to apply

Applicants are kindly requested to apply through the online link below:

<http://www.unfpa.org/jobs/national-post-driver> by **28 August 2017**.

Note: The application documents to be submitted include a copy of updated P11 Form and CV which is mandatory. P11 form can be accessed at <http://tanzania.unfpa.org/vacancies/p11>. The detailed Terms of Reference (TOR) is posted on the UNFPA Tanzania Country Office website accessible via URL <http://tanzania.unfpa.org/vacancies>.

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