**UNFPAlogo**

**JOB DESCRIPTION**

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| **Official Job Title:** | **Drivers (3)**  **Duty Station:** Lusaka (1) and Western and Central Provinces (2) | |
| **Grade (Classified)** | **SB1** | |
| **Post Number:** | **NOT APPLICABLE** | |
| **Post Type:** | **Rotational**  **Non-Rotational** | |
| **Classification Authority:** | **Division of Human Resources (DHR)** |  |

**1. Organizational Location**

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| Under the overall guidance of the Representative and Deputy Representative, with direct supervision by the Operations Manager and collaboration with the Assistant Representative, the Drivers, will support the GRZ/DfiD/UN Joint Programme on RMNCAH&N staff with transportation service. |

**2. Job Purpose**

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| The Drivers 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 Drivers 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 sfor transporting authorized personnel and delivery/collection of mail, documents and other items for the GRZ/DfiD/UN Joint Programme. |

1. **Major Activities/Expected Results**

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| 1. Drives GRZ/DfiD/UN Joint Programme, UN officials and staff. Ensures provision of reliable and safe driving services by a) driving office vehicles for the transport of GRZ/DfiD/UN Joint Programme, 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. 2. Ensures cost-savings through proper use of vehiclethrough accurate maintenance of daily vehicle logs, provision of inputs to preparation of the vehicle maintenance plans and reports. 3. Ensuresproper day-to-day maintenance of the assigned vehiclethrough 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. 4. Ensures proper use of vehicle maintenance plans and assistance in preparing vehicle history report. 5. 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. 6. Keeps track of vehicle insurance and other tax formalities. 7. Ensures that the steps required by rules and regulations are taken in case of involvement in an accident. 8. When necessary, translates in local language for the head of the office and/or official personnel using the car. 9. 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. 10. Facilitate arrival and departure of visitors by assisting in immigration and customs formalities. 11. Performs other tasks as assigned by the supervisor. |

**4. Work Relations**

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| Internal contacts with GRZ/DfiD/UN Joint Programme 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**

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| **Education:** Completed Secondary Level education.  **Knowledge and Experience:**   * Valid driver’s license * Minimum of 2 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   **Required Competencies**    **1) Core Competencies:**   * Achieve 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   **2) Functional competencies:** Knowledge Management and Learning  * Shares knowledge and experience * Provides helpful feedback and advice to others in the office  Development and Operational Effectiveness  * Demonstrates excellent knowledge of driving rules and regulations * Demonstrates excellent knowledge of protocol * Demonstrates excellent knowledge of security issues  Leadership and Self-Management  * Focuses on result for the client * Consistently approaches work with energy and a positive, constructive attitude * Remains calm, in control and good humored even under pressure * Responds positively to critical feedback and differing points of views   **Languages:** Fluency in English language.  **Computer Skills:**   * Proficiency in current office software applications. |