



## JOB DESCRIPTION

Official Job Title:	Drivers ( 2 positions) Duty Station: Lusaka	
Grade (Classified)	SB1	
Post Number:	NOT APPLICABLE	
Post Type:	<input type="checkbox"/> Rotational <input checked="" type="checkbox"/> Non-Rotational	
Classification Authority:	Division of Human Resources (DHR)	

### 1. Organizational Location

Under the overall guidance of the Representative and Deputy Representative; with direct supervision by the Operations Manager and in collaboration with the Assistant Representative, the Drivers will support the Zambia Integrated Family Planning and Adolescent Sexual and Reproductive Health Programme staff with transportation service.

### 2. Job Purpose

The Drivers provide 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 demonstrate a client-oriented approach, courtesy, confidentiality, tact and ability to work with people of different nationalities 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 Zambia Integrated Family Planning and Adolescent Sexual and Reproductive Health Programme.

### 3. Major Activities/Expected Results

- Drives the Zambia Integrated Family Planning and Adolescent Sexual & Reproductive Health Programme, UN officials and staff. Ensures provision of reliable and safe driving services by a) driving office vehicles for the transport of Zambia Integrated Family Planning and Adolescent Sexual & Reproductive Health 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.
- 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 vehicle 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.
- Facilitate arrival and departure of visitors by assisting in immigration and customs formalities.
- Performs other tasks as assigned by the supervisor.

#### 4. Work Relations

Internal contacts with Zambia Integrated Family Planning and Adolescent Sexual & Reproductive Health Programme staff and visiting officials. Collaborates with other drivers in the office.

External contacts relate to pick-up, 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
- 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
- Demonstrates excellent knowledge of driving rules and regulations
- Demonstrates excellent knowledge of protocol
- Demonstrates excellent knowledge of security issues

**Languages:** Fluency in English language.

**Computer Skills:**

Proficiency in current office software applications.

Interested applicants should send their Application Letter, Curriculum Vitae and certified copies of academic qualifications to the address below by 20 March 2020 close of business. Female candidates are encouraged to apply.

The Human Resources Manager  
UNFPA Country Office, UN House  
Alick Nkhata Road,  
P.O. Box 31966,  
Lusaka

**Compensation and Benefits**

This position offers an attractive remuneration package including a competitive net salary plus health insurance and other benefits as applicable.

**Disclaimer**

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>