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UNITED NATIONS DEVELOPMENT PROGRAMME

I. Position Information

Functional title: **Driver**
Contract type: **Service Contract**
Proposed Grade: **SC 2**
Department: **United Nations Population Fund (UNFPA)**
Duty Station: **Tehran**
Reports to: **UNFPA Admin Finance Associate**
Duration of service: **Six months with possibility of extension**

II. Organizational Context

Under the guidance and supervision of the UNFPA Admin Finance Associate, the Driver provides reliable and safe driving services ensuring high accuracy of work. The Driver demonstrates a client-oriented approach, high sense of responsibility, courtesy, tact and the ability to work with people of different national and cultural backgrounds.

The Driver provides driving services to the operations and programme staff in the CO, Consultants and Experts and UN staff on mission.

The contract will be administered by UNDP.

III. Functions / Key Results Expected

Summary of Key Functions:

- Provision of reliable and secure driving services
- Proper use of vehicle
- Day-to-day maintenance of the assigned vehicle
- Availability of documents/ supplies

1. Ensures **provision of reliable and secure driving services** by a) driving office vehicles for the transport of authorized personnel and delivery and collection of mail, documents and other items and b) meeting official personnel and visitors at the airport, visa and customs formalities arrangement when required.

2. 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.

3. Ensures **proper day-to-day maintenance of the assigned vehicle** through timely

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<p>minor repairs, arrangements for major repairs, timely changes of oil, check of tires, brakes, car washing, etc.</p>
<p>4. Ensures availability of all the required documents/supplies including vehicle insurance, vehicle logs, office directory, map of the city/country, first aid kit, necessary spare parts.</p>
<p>5. Ensures that all immediate actions required by rules and regulations are taken in case of involvement in accidents.</p>

IV. Impact of Results

The key results have an impact on the accurate, safe and timely execution of the CO services.

V. Competencies and Critical Success Factors

OPERATIONAL EFFECTIVENESS

- Ability to perform a variety of repetitive and routine tasks and duties
- Ability to review data, identify and adjust discrepancies
- Ability to handle a large volume of work possibly under time constraints
- Good knowledge of administrative rules and regulations
- Ability to operate and maintain a variety of computerized business machines and office equipment in order to provide efficient delivery of service
- Ability to organize and complete multiple tasks by establishing priorities
- Demonstrates excellent knowledge of driving rules and regulations and skills in minor vehicle repair
- Demonstrates excellent knowledge of protocol
- Demonstrates excellent knowledge of security issues
- Providing logistical support

MANAGING DATA

- Collects and compiles data with speed and accuracy identifying what is relevant and discarding what is not, records it in an accessible manner and maintains data bases
- Thoroughly and methodically collects, verifies and records data demonstrating attention to detail and identifying and correcting errors on own initiative
- Transmits file data; creates and generate queries, reports and documents utilizing databases, spreadsheets, communications and other software packages with speed and accuracy
- Interprets data, draws conclusions and/or identifies patterns which support the work of others

MANAGING DOCUMENTS, CORRESPONDENCE AND REPORTS

- Creates, edits and presents information (queries, reports, documents) in visually pleasing, clear and presentable formats such as tables, forms, presentations, briefing notes/books and reports using advanced word processing and presentation functions and basic database and spreadsheet software
- Ability to produce accurate and well documented records conforming to the required standard

PLANNING, ORGANIZING AND MULTI-TASKING

- Organises and accurately completes multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, available resources and multiple reporting relationships

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- Plans, coordinates and organises workload while remaining aware of changing priorities and competing deadlines
- Demonstrates ability to quickly shift from one task to another to meet multiple support needs
- Establishes, builds and maintains effective working relationships with staff and clients to facilitate the provision of support

Promoting learning and knowledge management/sharing is the responsibility of each staff member.

UNFPA FUNCTIONAL AND CORE COMPETENCIES/VALUES

- 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
- Planning, organizing and multitasking
- Exemplifying integrity,
- Demonstrating commitment to UNFPA and the UN system,
- Embracing cultural diversity,
- Embracing change

VI. Recruitment Qualifications

Education:	Secondary Education. Valid Driver's license.
Experience:	Two years' work experience as a driver; safe driving record; knowledge of driving rules and regulations and skills in minor vehicle repair.
Language Requirements:	Fluency in English and Persian, both written and spoken.

Disclaimer:

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