



## Driver

<b>Job title:</b>	<b>Driver</b>
<b>Level:</b>	<b>GS2</b>
<b>Position Number:</b>	<b>00055020</b>
<b>Location:</b>	<b>Janakpur, Nepal</b>
<b>Full/Part time:</b>	<b>Full-Time</b>
<b>Fixed term/Temporary:</b>	<b>Fixed Term</b>
<b>Rotational/Non Rotational:</b>	<b>Non-Rotational</b>
<b>Duration:</b>	<b>One year (renewable)</b>

### The Position:

The Driver provides reliable and safe driving services to the Representative, Deputy Representative, Head of the Provincial Office, high-ranking UN officials and visitors.

You will report to the Head of the Provincial Office/ Admin Finance Associate.

### How you can make a difference:

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's new strategic plan (2022-2025), focuses on accelerating efforts to achieve three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

### Job Purpose:

Providing reliable and safe driving services, you will uphold the highest standards of discretion and integrity; have a deep sense of responsibility, and excellent knowledge of protocol and security issues. You will demonstrate a client-oriented approach, courtesy, tact and ability to work with people of different national and cultural backgrounds.



### **You would be responsible for:**

- Providing reliable and safe driving services by; driving office vehicles for the transport of UNFPA staff, officials and visitors; delivery and collection of mail and documentation; meeting official personnel and visitors at the airport, including managing visa and customs formalities when required;
  - ✓ Drive the office vehicle in safe and efficient manner, exercising courtesy at all times;
  - ✓ Ensure that only authorized persons use of the official vehicle;
  - ✓ Obtain approval of validation of vehicle permit/registration from the authorities or inform well in time to the AFA/ DCHead of the Provincial Office/ UNFPA office;
  - ✓ Obtain green sticker (Pollution free certificate) as required;
- Keeping abreast of traffic and road and security and safety awareness to enable safe and on time arrival for meetings;
  - ✓ Observe UN vehicle security guidelines/ procedures and report immediately any accident/ incident and damage in the assigned vehicle;
  - ✓ Keep a valid license for driving the vehicle and keep in mind that before the expiry of the license it is renewed timely; and
- Managing all aspects of vehicle maintenance; conducting minor repairs and cleaning; arranging for major repairs and service to ensure vehicle kept in good running condition; keeping daily vehicle logs; and assisting in the preparation of vehicle maintenance plans and history reports;
  - ✓ Check vehicle daily and keep it clean and in perfect condition;
  - ✓ Keep vehicle log book and history form accurate;
- Keeping track of insurance and tax formalities;
- Acting as a translator in local language for official passengers, where necessary;
- Guiding and coaching junior drivers as appropriate;
- Assisting Provincial Office and staff with general administrative duties as required.

#### **Office Support**

- ✓ Provide logistic support to DPSU the Provincial Office and staff including regular office works such as but not limited to collection and dispatch of mails, photocopying, communications;
- ✓ Carry out any other duties as assigned by the AFA and the DC Head of the Provincial Office.

### **Qualifications and Experience:**

#### **Education:**

Completed Secondary Level Education.

#### **Knowledge and Experience:**

- Valid driver's license.



- Three years' work experience as a driver in an international/National 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, and defensive driving skills.
- Skill in minor vehicle repairs.

**Languages:**

Basic knowledge of the official UN language of the duty station.

**Required Competencies:**

<p><b>Values:</b></p> <ul style="list-style-type: none"><li>• Exemplifying integrity,</li><li>• Demonstrating commitment to UNFPA and the UN system,</li><li>• Embracing cultural diversity,</li><li>• Embracing change</li></ul>	<p><b>Functional Competencies:</b></p> <ul style="list-style-type: none"><li>• Providing logistical support</li><li>• Managing data</li><li>• Managing documents, correspondence and reports</li><li>• Managing information and work flow</li><li>• Planning, organising and multitasking</li></ul>
<p><b>Core Competencies:</b></p> <ul style="list-style-type: none"><li>• Achieving results,</li><li>• Being accountable,</li><li>• Developing and applying professional expertise/business acumen,</li><li>• Thinking analytically and strategically,</li><li>• Working in teams/managing ourselves and our relationships,</li><li>• Communicating for impact</li></ul>	

**Compensation and Benefits:**

This position offers an attractive remuneration package including a competitive net salary plus cost of living adjustment, rental subsidy, education grant, home leave, 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>

In accordance with the Staff Regulations and Rules of the United Nations, persons applying to posts in the international Professional category, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.