



## Driver

<b>Job title:</b>	<b>Driver (05 Posts)</b>
<b>Level:</b>	<b>SB-1</b>
<b>Position Numbers:</b>	<b>(00153250, 00153251, 00153252, 0015325, 00152132)</b>
<b>Location:</b>	<b>Monrovia, Liberia (with possibility of travel to other parts of the country)</b>
<b>Full/Part time:</b>	<b>Full-Time</b>
<b>Fixed term/Temporary:</b>	<b>Service Contract</b>
<b>Rotational/Non Rotational:</b>	<b>Non-Rotational</b>
<b>Duration:</b>	<b>One year (renewable subject to performance and availability of fund)</b>

### **The Position:**

The Driver provides reliable and safe driving services to the Country Office with emphasis on the 2021 Population and Housing Census, including Country Office programme and projects.

You will work closely with the Population & Development Team and report to the designated Programme Head or International Operations Manager through the Logistics and Transport Assistant.

### **How you can make a difference:**

The availability of reliable data for policy formulation and decision-making has been a major concern to the Government of Liberia. UNFPA strategic focus is to support national capacities for data collection, analysis, dissemination and utilization. The Government of Liberia, through the Liberia Institute of Statistics and Geo-Information Services (LISGIS) and with UNFPA's support, has planned the conduct of the 2021 National Population & Housing Census (NPHC). This will be Liberia's first digital census exercise and migration from paper-based to electronic procedures will require a lot of training. There is a need for support to the various cascaded trainings built into the census programme. Through this recruitment, UNFPA seeks to capacitate the Government in its endeavor for census data collection, analysis, dissemination and use.

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 (2018-2021), focuses on 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, visitors and authorized personnel;
  - delivery and collection of mail, packages and equipment; and ensure complete records and documentation of all deliveries and distributions;
  - meeting official personnel and visitors at the airport, including managing visa and customs formalities when required;
- Keeping abreast of traffic and road security and safety awareness to ensure safe and on time arrival for meetings;
- Managing all aspects of vehicle maintenance including;
  - conducting minor repairs and cleaning;
  - arranging for major repairs and service to ensure vehicle is kept in good running condition;
  - assisting in the preparation of vehicle maintenance plans and history reports;
  - keeping daily vehicle logs;
  - Ensure that the assigned vehicle is compliant with the United Nations minimum operating standards and UNFPA's Vehicle Policy requirements.
  - Ensure safety custody of the vehicle, including tools.
- Keeping track of insurance and tax formalities;
- Obtain security clearance for field missions where necessary.
- Ensure that, in the event of an accident involving the office vehicle, the necessary steps required by rules and regulations are followed.
- Acting as a translator in local language for official passengers, where necessary;
- Guiding and coaching junior drivers as appropriate;
- Assisting CO staff with general administrative duties as required.
- Maintain records for vehicles' logs official trips, records daily mileage and use of fuel vouchers, as well as keeping records on consumption.
- Ensure 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.
- Ensure that all required driving training is successfully completed and certifications are kept up to date.



### **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 organisation, 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.
- Skills in minor vehicle repairs.
- Demonstrated ability to work harmoniously with persons of different backgrounds
- Ability to organize work effectively and to meet planned deadlines under pressure

#### **Languages:**

Fluency in written and spoken English.

#### **Required Competencies:**

<b>Values:</b> <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>	<b>Functional Competencies:</b> <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, organizing and multitasking</li></ul>
<b>Core Competencies:</b> <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 and applicable benefits as per UNFPA/UN staff rules.



#### Disclaimer:

**Please Note Well**

*This post is a National Post and applicants of either sex are encouraged to apply. Preference will be given to equally qualified women candidates. UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Please submit all fraudulent notices, letters or offers to the UNFPA fraud hotline at <http://www.unfpa.org/help/hotline.cfm>*

#### **HOW TO APPLY**

Candidates should submit their applications **indicating post**, attach an updated **CV**, and a completed **United Nations Personnel History Form P.11** obtainable from the UNFPA website at [www.unfpa.org](http://www.unfpa.org). **ALL APPLICATIONS, WITH RELEVANT ATTACHMENTS, SHOULD BE SUBMITTED BY EMAIL TO:** [ewatkins@unfpa.org](mailto:ewatkins@unfpa.org) with copy to [debashish@unfpa.org](mailto:debashish@unfpa.org).

The last date to receive applications will be **08 March 2020**. UNFPA will only respond to applicants who will meet the stated job requirements.