**BACKSTOPPING DRIVER**

**AT THE UN SUB-OFFICE IN ZANZIBAR**

**Temporary contract from 1 January 2017 to 31 December 2017**

**Background**

The UN Sub Office in Zanzibar assists and facilitates the delivery of UN programe of support to the Revolutionary Government of Zanzibar. The UN programme of support is within the framework of UNDAP II, individual agencies Country Programme documents and the Zanzibar Strategy for Economic and Social Transformation. 2016-2021. The sub-office embodies the delivering as one (DaO) principles meant to work towards greater coherence of the UN system’s development assistance in Zanzibar in order to more efficiently and effectively deliver results in support of national priorities. To that effect, the sub office currently houses five UN agencies based in Zanzibar which work together in delivering development assistance. The agencies are UNDP, UNFPA, UNICEF, WHO and FAO. The Office also provides services to non-resident agencies. Other nonresident agencies also frequently conduct field missions in Zanzibar for monitoring of projects they support, meeting with Government officials or attend other UN activities.

The Sub Office has one vehicle which is used for coordination activities, with each agency has its own vehicle used for specific agency activities. However, the agencies frequently request for support of the UN vehicle due to multiple field activities they might have or big missions that would require additional vehicles. This fact makes it necessary for the vehicle to be available all the time. In addition, the leave entitlements of the UN vehicle driver need to be acknowledged.

Because of the need for an additional vehicle and to allow the UN driver to take his leave entitlements without compromising the functioning of the UN sub-office, another driver needs to be hired to provide temporary and on-call support. The type of contract of the temporary driver should be that would allow availability on-call basis and will be contracted and paid for based on number of hours and days that work has been rendered.

**Duties and Responsibilities**

The temporary driver shall have the following responsibilities:

1. Drives the UN office vehicle for the transport of authorized personnel and delivery and collection of mail, documents and other relevant items.
2. Meets officials/UN personnel at the airport or sea port, and facilitates immigration and customs formalities as required.
3. Responsible for day-to-day maintenance of the assigned vehicle, such as, but not limited to the following: checks oil, water, battery, brakes, tires etc, performs minor repairs and arranges for other repairs; and ensures that the vehicle is kept clean and in good running order.
4. Logs all trips, daily mileage, gas consumption, oil changes, greasing etc.
5. Reports to the Head of Sub-office, any issues/concerns with regard to the performance of the responsibilities.
6. Ensure full compliance with the requirements of traffic rules and regulations to enhance safety in driving.
7. Abides with relevant UN policies on the use of the UN vehicles.
8. Perform other related tasks as may be assigned by the Head of Sub Office

**Qualifications, Experience and Skills**

* Form IV Secondary education or above
* At least three years of driving experience for VIPs
* Possession of Class C driving license
* Possession of Trade Test Grade 1 Certificate
* Has capability to arrange schedules and coordinate travel and logistics for meetings, conferences and special events without conflicts

**Competencies**

* Fluency in English and Swahili
* Good communications skills
* Ability to perform multiple tasks without compromising quality.
* Interpersonal skills, team spirit and positive working relationships.
* Can read and write in both English and Swahili
* Behaves in an ethical way
* Can work in a multi-cultural environment.

**Contract Duration**

One year, renewable