



## UNITED NATIONS DEVELOPMENT PROGRAMME

### I. Position Information

Job Code Title:	<b>Driver</b>
Pre-classified Grade:	Individual Contractor
Supervisor:	Administrative Associate

### II. Organizational Context

UNDP seeks to create a roster of qualified and experienced Drivers who will be engaged as and when required at short notice and usually for short periods (not more than 10 days per month). When called to provide services, a driver will be required to sign an Individual Contract (IC) for the specific assignment/period. The Individual Contractor shall perform the services described in the Terms of References ON AN ON-CALL BASIS based in Harare, Zimbabwe.

Placement on the roster does not form a financial obligation or commitment from UNDP, and the agreement will be non-exclusive (i.e., it does not prohibit UNDP from entering into another such framework agreements with other individuals). Financial commitments will only be established each time the services are requested within the scope of the IC, through the agreed triggering action or document that signals the commencement of a given engagement (also known as “call-offs”). The Driver will be paid for the number of days worked at the agreed daily rate.

Under the guidance and supervision of the Operations Manager and direct supervision by the Administrative 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.

Short listed drivers may be required to undergo driving tests and medical examination prior to appointment.

**UNDP is committed to gender equality in its mandate and its staff, and equal opportunities for people living with disabilities. Well qualified candidates, particularly women and people living with disabilities are especially encouraged to apply.**

### 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 <b>provision of reliable and secure driving services</b> 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 <b>cost-savings through proper use of vehicle</b> through accurate maintenance of daily vehicle logs, provision of inputs to preparation of the vehicle maintenance plans and reports.
3. Ensures <b>proper day-to-day maintenance of the assigned vehicle</b> through timely minor repairs, arrangements for major repairs, timely changes of oil, check of tires, brakes, car washing, etc.
4. Ensures <b>availability of all the required documents/supplies</b> including vehicle insurance, vehicle logs, office directory, map of the city/country, first aid kit, necessary spare parts.
5. Ensures that <b>all immediate actions</b> required by rules and regulations <b>are taken in case of involvement in accidents</b> .

#### IV. Impact of Results

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

#### V. Competencies and Critical Success Factors

OPERATIONAL EFFECTIVENESS
<ul style="list-style-type: none"> <li><input type="checkbox"/> Ability to perform a variety of repetitive and routine tasks and duties;</li> <li><input type="checkbox"/> Ability to review data, identify and adjust discrepancies;</li> <li><input type="checkbox"/> Good knowledge of administrative rules and regulations;</li> <li><input type="checkbox"/> Ability to organize and complete multiple tasks by establishing priorities;</li> <li><input type="checkbox"/> Demonstrates excellent knowledge of driving rules and regulations and skills in minor vehicle repair;</li> <li><input type="checkbox"/> Demonstrates excellent knowledge of protocol;</li> <li><input type="checkbox"/> Demonstrates excellent knowledge of security issues.</li> </ul>
MANAGING DATA
<ul style="list-style-type: none"> <li><input type="checkbox"/> Thoroughly and methodically collects, verifies and records data demonstrating attention to detail and identifying and correcting errors on own initiative;</li> <li><input type="checkbox"/> Interprets data, draws conclusions and/or identifies patterns which support the work of others.</li> </ul>
MANAGING DOCUMENTS, CORRESPONDENCE AND REPORTS
<ul style="list-style-type: none"> <li><input type="checkbox"/> Presents information in visually pleasing, clear and presentable formats such as tables, forms and reports;</li> <li><input type="checkbox"/> Ability to produce accurate and well documented records conforming to the required standard.</li> </ul>
PLANNING, ORGANIZING AND MULTI-TASKING
<ul style="list-style-type: none"> <li><input type="checkbox"/> Organises and accurately completes multiple tasks by establishing priorities while</li> </ul>

<p>taking into consideration special assignments, frequent interruptions, deadlines, available resources and multiple reporting relationships;</p> <p>❑ Plans, coordinates and organises workload while remaining aware of changing priorities and competing deadlines;</p> <p>❑ Demonstrates ability to quickly shift from one task to another to meet multiple support needs;</p> <p>❑ Establishes, builds and maintains effective working relationships with staff and clients to facilitate the provision of support.</p> <p>Promoting learning and knowledge management/sharing is the responsibility of each staff member.</p>
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VI. Recruitment Qualifications	
Education:	<ul style="list-style-type: none"> <li>• Completion of Secondary Education;</li> <li>• Valid Driver's License;</li> <li>• Defensive Driving Course.</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>• At least 5 years' work experience as a driver for reputable organizations;</li> <li>• Safe driving record;</li> <li>• Knowledge of driving rules and regulations and skills in minor vehicle repair.</li> </ul>
Language Requirements:	<ul style="list-style-type: none"> <li>• Fluency in English</li> </ul>

VII. Signatures- Job Description Certification		
Incumbent ( <i>if applicable</i> )		
Name	Signature	Date
Supervisor		
Name	Signature	Date
Chief Division/Section		
Name	Signature	Date