



Deliverables – Driver

Post title and level:	Driver
Duty station:	Myitkyina
Duration:	1 March – 30 June 2019

I. Organizational Setting and Reporting Lines:

OCHA established its presence in Myanmar in May 2008 at the onset of Cyclone Nargis to support the humanitarian response in the affected areas of the Ayerwaddy Delta. OCHA then shifted its attention in support of national disaster preparedness efforts and provision of humanitarian assistance to vulnerable communities in border areas.

In 2012, OCHA provided solid support to Government's disaster management system strengthening application of international tools and services and creation of local teams aware of and using UNDAC/INSARAG and ASEAN methodologies, including through a workshop on the international humanitarian architecture for the Government and local NGOs.

In 2013, greater integration of international tools and services in Government disaster management systems at central and local levels. Increased number of teams aware and using UNDAC/INSARAG and ASEAN methodologies.

Two parallel contingency plans developed by Myanmar NGOs and HCT, respectively, are in place. Both broadly follow the IASC contingency planning guideline and are updated regularly, with support from clusters/sectors. However, their application during emergencies remains scant. Challenges remain in ensuring complementarities of both plans. The Government supports the Myanmar NGOs' contingency plan, but has not been involved to the same extent in the process of inter-agency contingency planning.

Under the guidance and supervision of the Head of Sub Office and technical reporting to the Head of Transport based in Yangon, the Driver has to provide reliable and safe driving services ensuring high accuracy of work. The Driver also must demonstrate a client-oriented approach, professionalism, high sense of responsibility, courtesy, tact and the ability to work with people of different national and cultural backgrounds.



II. Deliverables:

The incumbent will discharge the following functions:

1 to 31 March 2019

- Drives office vehicles for the transport of authorized personnel.
- Delivers and collects mail, documents and other items.
- Maintains vehicle logs and provide inputs to preparation of the vehicle maintenance plans and reports.
- Perform any other duties assigned by her/his supervisor.

1 to 30 April 2019

- Drives office vehicles for the transport of authorized personnel.
- Meets official personnel and visitors at the airport and performs visa and customs formalities arrangement when required.
- Maintains the assigned vehicle through timely minor repairs, arrangements for major repairs, timely changes of oil, check of tires, brakes, car washing, etc.
- Perform any other duties assigned by her/his supervisor.

1 to 31 May 2019

- Drives office vehicles for the transport of authorized personnel.
- Provide basic administration support to the office team.
- Handles the registration process of cars for office and staff.
- Arranges necessary insurance coverage for vehicle(s).
- Assists office staff in filing, photocopying and maintaining stores.
- Perform any other duties assigned by her/his supervisor.

1 to 30 June 2019

- Drives office vehicles for the transport of authorized personnel.
- Delivers and collects mail, documents and other items.
- Maintains vehicle logs and provides inputs to preparation of the vehicle maintenance plans and reports.
- Perform any other duties assigned by her/his supervisor.

United Nations

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DES AFFAIRES HUMANITAIRES



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OF HUMANITARIAN AFFAIRES

Qualification:

- Secondary Education.
- 3 years' work experience as a driver with an international organization, embassy or the UN system.
- Experienced in the operation of 4X4 manual gear vehicles in off road conditions
- Knowledge of driving rules and regulations.
- Skills in minor vehicle repair.
- Fluency in Myanmar Language.
- Knowledge of verbal and written English skills.
- Knowledge of local language of the assigned duty station is desirable.