I. Job Information

Job Title: Driver
Unit: Entrepreneurship Development Center – Mekelle Branch
Reports to: Chief Executive Officer, EDC

Level: Short Term
Location: Mekelle
Contract duration: 3 months

II. Background

Under the guidance and supervision of the Chief Executive Officer of Entrepreneurship Development Center/Team Leader – Inclusive Growth and Sustainable Development (UNDP) and direct supervision of EDC Project Manager - Entrepreneurship Development Program (UNDP), 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.

The Driver provides driving services to the Entrepreneurship Development Project.

III. Duties and Responsibilities

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

Specific Roles and Responsibilities

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

IV. Competencies

Core Competencies

- Demonstrates commitment to UNDP’s mission, vision and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Technical/Functional Competencies

Knowledge Management and Learning

- Shares knowledge and experience
- Provides helpful feedback and advice to others in the office
Development and Operational Effectiveness

- Demonstrates excellent knowledge of driving rules and regulations and skills in minor vehicle repair
- Demonstrates excellent knowledge of protocol
- Demonstrates excellent knowledge of security issues

Leadership and Self-Management

- Focuses on result for the client
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humored even under pressure
- Responds positively to critical feedback and differing points of views

V. Recruitment Qualifications

<table>
<thead>
<tr>
<th>Education</th>
<th>Completion of Secondary Education and 3rd Grade Driving License.</th>
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<tr>
<td>Experience</td>
<td>4 years' work experience as a driver; safe driving record; knowledge of driving rules and regulations and skills in minor vehicle repair.</td>
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<tr>
<td>Language Requirements</td>
<td>Fluency in the language of the duty station, knowledge of The UN language of the duty station.</td>
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Requirement:

- Applicants are expected to attach their CV, Credential and Testimonials at the time of application;

- Applications should be submitted on or before 18 March 2020 to the e-mail: procurement.et@undp.org