

TERMS OF REFERENCE

Job Title: Driver
Job Level: LICA-2
Job Type: UNOPS
Duty Station: Home-based in Islamabad, Pakistan
Duration: 3 months, from 1 April to 30 June 2018
Payment: Monthly

Background:

The United Nations Human Settlements Programme, UN-Habitat, is the United Nations agency for human settlements. It is mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all.

UN-Habitat plays an important role in providing technical assistance in the areas of urban legislation, land and governance, urban planning and design, housing and slum upgrading, urban basic services, urban economy, disaster risk reduction and rehabilitation, and research and capacity building for change management of urban areas. UN-Habitat has over 150 technical programmes and projects working in normative and operational activities in over 60 countries.

UN-Habitat has been operating in humanitarian and crisis situations, supporting national governments, local authorities and civil society to strengthen their capacity to manage and recover from human-made and natural disasters and mitigate future disasters. The cornerstone of UN-Habitat's strategy in emergencies is sustainable relief and recovery and leveraging investments in the emergency and recovery phases into the longer-term development of human settlements. Through participation at the earliest stages, UN-Habitat ensures that human settlements interventions, either immediate emergency or transitional recovery, are linked to longer-term development strategies in disaster hit countries.

UN-Habitat renewed its presence in Pakistan in late 2005 following the devastating earthquake in the north of the country and has been responding to various disasters since then. In addition to the on-going projects in the field, UN-Habitat is involved in disaster risk mitigation (DRM), sustainable urbanisation, land issues, energy efficiency, water and sanitation in formal settlements with focus on gender mainstreaming and RAHA initiatives. UN-Habitat Pakistan is also actively engaged in relief and emergency operation, and supporting government institutions and partners, to provide assistance in disaster-affected areas.

The OPII is a national programme framework of the UN system in Pakistan and Un-Habitat Country Programme Document is aligned with organizational mandate and OPII. The One Programme II sets out two levels of results expected from UN and Government of Pakistan cooperation for the period 2013-2017. Outcome level results are grouped within six Strategic Priority Areas (SPAs). UN-Habitat Pakistan is actively engaged in relevant outputs of all six SPAs and is principal convener of one of the SPA; SPA 3: *Increased National Resilience to Disasters, Crises and External Shocks.*

Duties & Responsibilities

Under the overall supervision of the Manager Procurement & Logistics and the direct supervision of the Procurement & Logistics Assistant and in close coordination with the operations team, the incumbent will have the following duties and responsibilities:

- Drive office vehicles for the transport of authorized personnel, Plan and schedule routing
- Collect and deliver mail, documents and other items; meet official personnel at the airport and facilitate immigration and customs formalities as required
- Optimize the use of the vehicles; assist in the registration of new vehicles, renewal of insurance, disposal of vehicles and getting local driving licenses for the international staff
- Take care of the day-to-day maintenance of the assigned vehicles; check oil, water, battery, brakes, tires, etc.

- Maintain records of travel by using log book.
- Ensure adherence to UN-HABITAT operational policies, procedures and standards of conduct
- Perform any other task assigned by the supervisor

Required Qualification & Experience

- Valid LTV license with minimum five years experience as a driver with a safe driving record.
- AV Certification.
- Knowledge of mechanical/electrical systems of vehicles will be an advantage.
- Knowledge of local area and community is essential
- Experience in emergency and post disaster area is preferred
- Excellent interpersonal and communication skills

Required Competencies

- Ability to work under pressure and difficult conditions
- Demonstrates integrity by modeling the UN values and ethical standards
- Ability of work effectively and harmoniously with colleagues
- Displays culture, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism
- Shares knowledge and experience and contributes to UN-HABITAT practice areas and actively works towards continuing personal learning and development
- Ability to work with minimal supervision
- Builds strong relationship with clients and external actors

Required Languages

- Proficiency in English and Urdu is an advantage. Knowledge of local languages is essential.

Remuneration

- Payments will be made monthly and the rate is determined by functions performed and experience of the contractor. The fee will be paid as per agreement.

Submission of Applications:

The application should comprise:

- ♦ Completed UN Personal History Form (P11). Please download the form (MS-Word) from UN-Habitat/ROAP-vacancy website:
http://www.fukuoka.unhabitat.org/vacancy/index_en.html
- ♦ CV with a Passport Photograph
- ♦ A Statement of Interest and suitability (a cover letter) for the position

All applications should be submitted to:

UN-Habitat Regional Office for Asia and the Pacific:

To: habitat.fukuoka@un.org

Please indicate the Post Title: “**Driver**” in your e-mail subject.

Please note that applications received after the closing date stated below, will not be given consideration. Only short-listed candidates whose applications respond to the above criteria will be contacted for an interview. The fee will be determined according to the qualifications, skills and relevant experience of the selected candidate. In line with UN-Habitat policy on gender equity, applications from female candidates will be particularly welcome. UN-Habitat regrets its inability to reply individually or attend to telephone queries on the advertised posts.

Deadline for applications (extended): 29 March 2018