

TERMS OF REFERENCE

Issued: 8 September 2020

Position Information	
Job Title:	Senior Driver
Duty station	Home-based in Islamabad, Pakistan
Contract type:	UNOPS Local Individual Contractor Agreement (LICA)
Duration:	3 months, October – December 2020
Payment:	Monthly
Note:	Recruitment process is subject to final approval from UN-Habitat Head Quarters.

A. Organizational Context
<p>The United Nations Human Settlements Programme (UN-Habitat) is mandated by the UN General Assembly to promote socially and environmentally sustainable communities, towns and cities with the goal of providing adequate shelter for all. UN-Habitat has been a partner with the number of ministries at national and provincial level, development partners, civil society organizations and academia.</p> <p>UN-Habitat Pakistan Country Programme Pakistan, 2018-2022 lays down the roadmap for achieving the New Urban Agenda focusing on right to adequate housing, universal access to safe and affordable drinking water and sanitation and other basic services, sustainable economic growth, building resilience and protection and conservation of natural habitat as well as Sustainable Development Goals (SDGs) particularly SDG11 aiming to make cities and human settlements inclusive, safe, resilient, and sustainable. The Country Programme is aligned with the Pakistan United Nations Sustainable Development Framework (UNSDF) One UN Programme (OP-III).</p> <p>UN-Habitat provides a cross-cutting approach for reducing vulnerabilities and risks before and after the disasters. The organization’s approach to disaster risk management/disaster risk reduction, reconstruction and recovery is based on its long-standing experience in working closely with the communities, provincial and local authorities to meet their needs for land, shelter, basic services, secure tenure and infrastructure while simultaneously addressing the longer-term development needs and advocating on policy interventions.</p> <p>UN-Habitat in collaboration with Ministry of Climate Change started a project, to enhance community, local and national-level urban climate change resilience to water scarcity, caused by floods and droughts in Rawalpindi and Nowshera cities” which aims to enhance the capacity of households in selected areas of Rawalpindi and Nowshera, to construct, operate and replicate flood resilient water harvesting facilities”; besides, engaging the City & District authorities to develop the “rain water harvesting facilities on public buildings” and “flood water storages in public gardens”; and also to develop “spatial strategies to manage city-level developments considering climate change risks and impacts caused by floods and droughts.</p> <p>In the Disaster Risk Reduction (DRR)/Disaster Risk Management (DRM) and building climate change resilience, UN-Habitat has started a project to promote disaster resilient school infrastructure in KP Province.</p>

B. Duties and Responsibilities
<p>Under the direct supervision of the Habitat Programme Manager (HPM) in Pakistan, the incumbent will have the following duties and responsibilities:</p> <ul style="list-style-type: none"> • 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

C. REMUNERATION

Payments will be made **monthly** and based on deliverables over the contract period. The rate is determined by functions performed and experience of the contractor. The fee will be paid as per agreement.

E. Competencies

Corporate Competencies:

- Promotes UN's values and ethical standards (tolerance, integrity, respect, results orientation, impartiality)
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Knowledge Management and Learning

- Actively works towards continuing personal learning and development.
- Excellent communication skills (written and oral):
- Sensitivity to and responsiveness to all partners,
- Respectful and helpful relations with all UN staff

F. Required Qualifications

Education:	<ul style="list-style-type: none"> • Matric (10th) Class
Experience:	<ul style="list-style-type: none"> • Valid LTV license with minimum 10 years' experience as a driver with a safe driving record and 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
Language:	<ul style="list-style-type: none"> • Fluency in English as well as the national language of the country (both oral and written) is required. Knowledge of another UN official language is an advantage.
Other skills:	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills

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
- ♦ A Statement of Interest and suitability (a cover letter) for the position

All applications should be submitted to:

UN-Habitat Pakistan Office

To: mailbox@unhabitat.org.pk

Please indicate the Post Title: “**Senior 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.

Also please note that recruitment process is subject to final approval from UN-Habitat Head Quarters.

Deadline for applications: 22 September 2020