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| **I. Position Information** | | |
| Job Title: Driver  Department: 53801  Reports to: Operations Manager | Grade Level: G2  Bureau: RBEC  Direct Reports: N/A | Position Number: 201021  Position designation:  with no mobility requirement  Duty Station: Baku, Azerbaijan |
| Career Track: General Service  Career Stream: Management project  Contract Modality: TA Local  Contract Duration: 1 (one) year | | |

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| II. Background and Organizational Context |
| Under the guidance and supervision of the Operations Manager, 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. |

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| III. Position Purpose |
| The Driver provides driving services to the UNDP RR and other high-ranking UNDP Officials as well as to the operations and programme staff in the CO, consultants and experts and UN staff on mission ensuring highest standards of discretion and integrity, sense of responsibility, excellent knowledge of protocol and security issues. |

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| IV. Key Duties and Accountabilities | |
| In this section list up to five primary functions/accountabilities of the position (Typically one sentence each) and examples of duties that must be performed to successfully accomplish key responsibilities. | |
| 1. **Provision of reliable and secure driving services** | |
|  | Ensures **provision of reliable and secure driving services** by   * driving office vehicles for the transport of authorized personnel and delivery and collection of mail, documents and other items and * meeting official personnel and visitors at the airport, visa and customs formalities arrangement when required. |
| 1. **Proper use of vehicle** | |
|  | 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. |
| 1. **Day-to-day maintenance of the assigned vehicle** | |
|  | 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. |
| 1. **Availability of documents/ supplies** | |
|  | * Ensures **availability of all the required documents/supplies** including vehicle insurance, vehicle logs, office directory, map of the city/country, first aid kit, necessary spare parts. |
| 1. **Adhering to all safety regulations and rules** | |
|  | * Ensuring that **all immediate actions** required by UN rules and regulations **are taken in case of involvement in accidents** |
| Supervisory/Managerial Responsibilities: N/A | |

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| V. Requirements: | |
| In this section, describe the qualification requirements of the position. | |
| ***Education*** | |
| * Secondary Education. Valid Driver’s license. * Armored vehicle test certificate will be desirable. | |
| ***Experience, Knowledge, and Skills*** | |
| **Required skills:**   * 2 years’ work experience as a driver; * Safe driving record * Knowledge of driving rules and regulations * Skills in minor vehicle repair   **Desired skills:**   * Experience as a driver in an international organization, UN agencies, embassies * Experience in the use of HF and VHF radio equipment   **Languages:**   * Fluency in spoken and written Azerbaijani * Working knowledge of English language * Knowledge of Russian will be desirable | |
| ***Expected Demonstration of Competencies*** | |
| ***Core*** | |
| **Achieve Results:** | LEVEL 1: Plans and monitors own work, pays attention to details, delivers quality work by deadline |
| **Think Innovatively:** | LEVEL 1: Open to creative ideas/known risks, is pragmatic problem solver, makes improvements |
| **Learn Continuously** | LEVEL 1: Open minded and curious, shares knowledge, learns from mistakes, asks for feedback |
| **Adapt with Agility** | LEVEL 1: Adapts to change, constructively handles ambiguity/uncertainty, is flexible |
| **Act with Determination** | LEVEL 1: Shows drive and motivation, able to deliver calmly in face of adversity, confident |
| **Engage and Partner** | LEVEL 1: Demonstrates compassion/understanding towards others, forms positive relationships |
| **Enable Diversity and Inclusion** | LEVEL 1: Appreciate/respect differences, aware of unconscious bias, confront discrimination |
| ***Cross-Functional & Technical competencies (insert up to 7 competencies)***   |  |  |  | | --- | --- | --- | | **Thematic Area** | **Name** | **Definition** | | **Administration & Operations** | **Vehicle management** | * Knowledge of policy & procedures on fleet management | | **Administration & Operations** | **Registry & correspondence management** | * Ability to collect, register, maintain and deliver mail and UNDP pouch; | | **Security Services** | **Security incident management & monitoring** | * Ability to provide adequate response to security incidents/events | | **Security Services** | **Safety management (including Air, Road, Fire)** | * Knowledge of air, road, and fire safety programmes/systems and ability to assess risks and identify mitigation measures | | **Business Management** | **Customer Satisfaction/Client Management** | * Ability to respond timely and appropriately with a sense of urgency, provide consistent solutions, and deliver timely and quality results and/or solutions to fulfil and understand the real customers' needs * Ability to anticipate client's upcoming needs and concerns | | **Business Management** | **Communication** | * Ability to communicate in a clear, concise and unambiguous manner both through written and verbal communication; to tailor messages and choose communication methods depending on the audience | | **Business Direction & Strategy** | **Effective Decision Making** | * Ability to take decisions in a timely and efficient manner in line with one’s authority, area of expertise and resources | | |

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| **VI. Keywords** |
| * Safe Driving * Excellent interpersonal and communications skills * Knowledge of driving rules and regulations |

**How to apply: Please submit your online application at** [**UNDP Career Website**](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Festm.fa.em2.oraclecloud.com%2FhcmUI%2FCandidateExperience%2Fen%2Fjob%2F10938&data=05%7C01%7Caysel.ganbarli%40undp.org%7Cc9ddc48496a84b5d5f4008db5d06ff4d%7Cb3e5db5e2944483799f57488ace54319%7C0%7C0%7C638206056852939807%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=pO4yciEBqiGyApqAHZ4U3Q0nh8bTVfSOgp7sWGY9FpM%3D&reserved=0)

**Deadline: 07 June 2023, 23.59 pm New York time**