



## JOB DESCRIPTION

<b>Official Job Title:</b>	<b>Driver/Clerk</b>	<b>Duty Station: Fiji</b>
<b>Grade (Classified)</b>	<b>GS-3</b>	<b>CCOG: 3.C.01</b>
<b>Post Number:</b>		
<b>Post Type:</b>	<input type="checkbox"/> Rotational <input checked="" type="checkbox"/> Non-Rotational	
<b>Classification Authority:</b>		<b>Date: August 2017</b>

### 1. Organizational Location

Under the general supervision of the UNFPA Sub-regional Director and Representative and direct supervision of the Administrative Associate, the Driver/Clerk will provide clerical, administrative and driving services to the UNFPA Office. The role will involve in the full range of services including registry, reception, visas, RH commodity packaging, storage and transportation.

### 2. Job Purpose

The Driver/Clerk provides reliable and safe driving services to the UNFPA Sub-regional Director and Representative and other high-ranking UN officials and visitors ensuring the highest standards of discretion and integrity, sense of responsibility, excellent knowledge of protocol and security issues. The Driver also demonstrates a client-oriented approach, courtesy, confidentiality, tact and ability to work with people of different national and cultural backgrounds.

Upon the request of the supervisor, the Driver/clerk can be also required to provide driving services to the operations and programme staff in the SRO, consultants and experts and UN staff on mission, but this will not be the predominant function of the post.

**Transport Management**  
**Administration Services**  
**RH commodity packaging, storage and transportation**

### 3. Major Activities/Expected Results

#### **Transport Management**

- Drives for the Sub-regional Director and Representative and other high-ranking officials and staff. Ensures provision of reliable and safe driving services by
- a) driving office vehicles for the transport of UNFPA Director or Representative, other high-ranking officials and visitors and delivery and collection of mail, documents and other items, and
- b) meeting official personnel and visitors at the airport including visa and customs formalities arrangement when required;
- 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;
- 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 and water levels, car washing, etc so that the vehicle is kept clean and in good running condition at all times;
- Ensures proper use of vehicle maintenance plans and assistance in preparing vehicle history report;
- Ensures availability of all the required documents/supplies including vehicle insurance, vehicle registration, vehicle logs, office directory, map of the city/country, first aid kit, necessary spare parts in the assigned vehicle;
- Keeps track of insurance and other tax formalities;
- Ensures that the steps required by rules and regulations are taken in case of involvement in an accident;

#### **Administration Services**

1. Provides registry services for receipts and dispatches of mail, messages, pouch, etc.
  - Receives, sorts, registers and distributes/files incoming messages/mail
  - Receives and processes outgoing messages/mail including log charges
  - Receives and dispatches diplomatic pouch
  - Monitors and follows up on new or deviations to pouch/mail schedule
  - Assists office staff in filing, photocopying and maintaining stores when required. Assists in the mailing and distribution of newsletters and publications and arranges to pay office telephone and other bills, as required; and
2. Provides collection and delivery services for mail, cheques, provides etc.
  - Ensures procedures are complied with
  - Prepares documentation for clearance etc.
  - Arranges and collects documentation from other agencies, government departments etc.
3. Provides maintenance of office equipment.

#### **SRH Commodity Management**

Assists RHCS focal point for the following:

- Processes customs clearance of consignments
- Transports supplies to Warehouse
- Repackages supplies as per country requirement (14 countries) ready for freight forwarding

- Updates stock cards
- Performs other duties as required by the head of the office.

**4. Work Relations**

Internal contacts with senior office staff and higher visiting officials to exchange basic information and at times provide straight forward translations of same.

External contacts relate to various arrangements for protocol purposes as well as exchanging basic information with national and international partners while carrying out the duties of the post. The incumbent may also be required to collaborate with other UN Agency Drivers for major functions.

**5. Job Requirements**

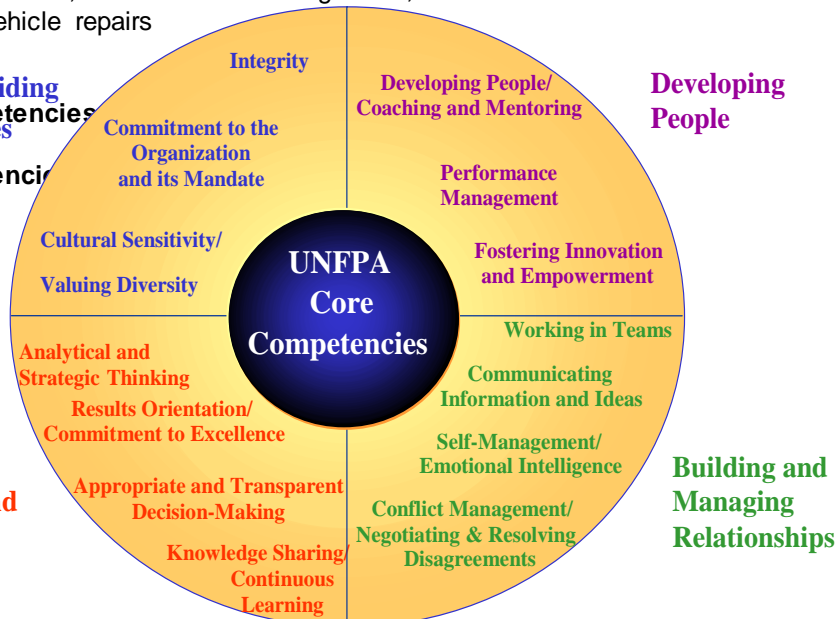
**Education:** Completed secondary level education required.

**Knowledge and Experience:**

- Valid driver's license;
- Three years work experience as a driver in an international organization, embassy or UN system with a safe driving record.
- Knowledge of driving rules and regulations, chauffeur protocol and courtesies, and local roads and conditions, and defensive driving skills;
- Skill in minor vehicle repairs

**Values/Guiding Principles**

**1) Core Competencies**



**2) 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

**Languages:** Fluency in the local language of the duty station, good knowledge of the UN language of the duty station.

**6. Signatures/Certification:**

<b>Incumbent's Name &amp; Signature (If Applicable)</b>	_____
	<b>&lt;Enter Incumbent's Name Here&gt;</b>
	_____
	<b>&lt;Date&gt;</b>
<b>Immediate Supervisor's Name &amp; Signature</b>	_____
	<b>Operations Manager</b>
	_____
	<b>&lt;Date&gt;</b>
<b>Division Director's Name &amp; Signature</b>	_____
	<b>Head of Office</b>

<hr/> <b>&lt;Date&gt;</b>
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