

## TERMS OF REFERENCE UNFPA Turkey Driver

<b>Type of Contract</b>	<b>: Service Contract</b>
<b>Level</b>	<b>: SB1/SC2</b>
<b>Duty Station</b>	<b>: Gaziantep, Turkey</b>
<b>Duration</b>	<b>: 1 year initially, with possibility of extension</b>

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### **Background:**

UNFPA Turkey is actively involved in the humanitarian refugee response to the Syrian crises, supporting provision of women and girls health services, including reproductive maternal health and psychosocial support within the framework of the UN Regional Refugee and Resilience Plan (3RP) to refugees in Turkey and displaced people inside Syria within the framework of the Whole of Syria. To support cross border program into Syria from Turkey, UNFPA has established a humanitarian operation project office in Gaziantep and to strengthen the logistics capacity of the growing humanitarian programme, UNFPA Turkey will be hiring a Driver in Gaziantep.

Under the guidance and direct supervision of the Logistics & Supply Associate and in close cooperation with the Cross Border team, the Driver performs driving, maintenance of vehicle, clerical and logistics functions.

### **Major Activities/Expected Results:**

The Driver provides reliable and safe driving services to 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. Additionally, s/he drives the office vehicle for transporting authorized personnel and delivery/collection of mail, documents and other items for the UNFPA Gaziantep office.

### **Expected Results/Description of Responsibilities:**

- Drives for UN officials and staff. Ensures provision of reliable and safe driving services by a) driving office vehicles for the transport of UN staff, 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, and 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.
- 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.
- Performs other tasks as assigned by the supervisor.

### **Work Relations:**

Internal contacts with UNFPA staff and visiting officials. Collaborates with other drivers in the office. External contacts relate to pick-up and deliveries and arrival/departure formalities. May collaborate with other UN Agency Drivers for major functions. Interacts with national and international partners in carrying out his/her duties.

### **Minimum Qualifications and Experience:**

**Education** : Completed Secondary Level education

**Experience** : Two years of driver work experience with a valid driver's license and safe driving record

**Language** : Fluency in written and spoken Turkish and working knowledge of English

**Nationality** : Turkish

### **Skills and Competencies:**

- Certification in defensive driving is an asset
- Certification in armored vehicle is an asset
- Experience in driving 4x4 vehicles is an asset
- Knowledge of communication equipment such as radio, GPS is an asset
- Knowledge in minor vehicle repairs is an asset
- Additional working years as a driver is an asset
- Working experience in international organization, embassy or UN is an asset

### **Core Competencies:**

- Values
- Achieving Results
- Being Accountable
- Developing & Applying Professional Expertise
- Thinking Analytically & Strategically
- Working in Teams/Managing our-selves and relationships
- Communicating for Impact

### **Functional competencies:**

- Providing logistical support
- Planning, organizing and multitasking
- Managing information and work flow