



## **TERMS OF REFERENCE**

### **DRIVER-CUM-MESSENGER**

#### **Regional Support Office/ UNFPA/ GoN**

The Driver-cum-Messenger will work under the overall supervision of Regional Development Coordinator and day-to-day direct supervision of Administrative and Finance Assistant (AFA). She / he will be responsible for the following:

#### **Duties and Responsibilities**

##### **Transport Support**

- ✓ Drive the office vehicle in safe and efficient manner, exercising courtesy at all times;
- ✓ Check vehicle daily and keep it clean and in perfect condition;
- ✓ Observe UN vehicle security guidelines/ procedures and report immediately any accident/ incident and damage in the assigned vehicle;
- ✓ Keep vehicle log book and history form accurate;
- ✓ Ensure that only authorized persons use of the official vehicle;
- ✓ Obtain approval of validation of vehicle permit/registration from the authorities or inform well in time to the AFA/ DC/ UNFPA office;
- ✓ Obtain green sticker (Pollution free certificate) as required;
- ✓ Keep a valid license for driving the vehicle and keep in mind that before the expiry of the license it is renewed timely; and

##### **Office Support**

- ✓ Provide logistic support to DPSU including regular office works such as but not limited to collection and dispatch of mails, photocopying, communications;
- ✓ Carry out any other duties as assigned by the AFA and the DC.

#### **Qualifications and Competency**

The Driver should have following qualifications:

- Primary Education;
- Valid driver's license;
- 5 years working experience with GoN/UN/INGO;
- Knowledge of driving rules and regulations;
- Chauffeur protocol and courtesies;
- Awareness about local roads and conditions;
- Workable communication in English;
- Skill in minor repair of vehicle; and
- Ability to operate VHF and HF, awareness of UN standard procedures and past experience with UN/UNFPA will be taken as added advantages.

Equally qualified women and those belonging to the socially disadvantaged and ethnic minority candidates will be given priority.