

Terms of Reference- **TEMPORARY APPOINTMENT (6 months)**

Title & Level	Temporary Appointment- Driver – G 2
Location	Kenema Office – Sierra Leone
Duration	6 months
Start Date	1 st October 2022
Reporting to	Admin and ICT Assistant (Kenema)
Budget Code/PBA No	WBS – 880/006/001 (50%) and 881/002/011 (50%)
Project and activity codes	SM220408 / SM220390

I. BACKGROUND

Sierra Leone has been polio free since 2010 but is currently facing an outbreak which warrants administering vaccine - poliovirus type 2 (cVDPV2). SBC and EPI Consultants were hired by UNICEF to facilitate UNICEF's intervention. The intervention requires visitation to the communities by these consultants. The current fleet of two vehicles and two drivers in the Kenema Office is unable to accommodate the additional workload arising from the polio outbreak which requires frequent visits of SBC and EPI Consultants to the communities to provide the needed services.

The consultants will have to travel to the districts under their area of responsibility to monitor the implementation of social mobilization and communication micro-plans as well as to give technical support; to provide orientation for religious and community leaders; to attend regional and district level coordination meetings and provide technical support in the implementation of action plans; to monitor outbreak response activities, conduct training, and monitor the cold chain management.

PURPOSE OF THE TEMPORARY APPOINTMENT (TA)

The Office needs the services of a driver on a temporary basis for 6 months to support field programme activities of SBC and EPI Consultant under the Kenema Field Office.

The TA driver reports to the Telecoms Assistant in Kenema Office in the implementation of UNICEF activities.

The temporary driver will provide additional capacity since the current capacity in the Kenema Field Office is dedicated to normal program support. Using dedicated UNICEF driver is preferred than leasing vehicles since the latter is riddled with many operational challenges.

The driver is required to provide reliable and safe driving services, demonstrating the highest standards of professionalism, discretion, integrity, sense of responsibility, excellent knowledge of protocol whilst ensuring compliance with local driving rules and regulations.

The driver is expected to demonstrate a client-oriented approach, high sense of responsibility, courtesy, tact, and the ability to work with people of different national and cultural backgrounds.

II. SUMMARY OF KEY FUNCTIONS/ACCOUNTABILITIES

1. **Reliable and safe driving services for staff and officials**
2. **Maintenance of assigned vehicle**
3. **Documentation of vehicle-related information**

III. Key Tasks and functions

- **Reliable and safe driving services for staff and officials**

Drives office vehicles for the transport of UN staff, officials, visitors and delivery and collection of documents and other items.

Meets official personnel and visitors and may assist with basic programme activities in the field offices.

- **Maintenance of assigned vehicle**

Ensures vehicle is always kept in good running condition through addressing minor repairs, planning for major repairs, timely changes of oil, check tyres, brakes, water levels and ensures car is washed.

- **Documentation of vehicle related information.**

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 documents.

IV. QUALIFICATIONS OF SUCCESSFUL CANDIDATE

- A secondary education is required, along with a valid driver's license and knowledge of local driving rules and regulations.
- Must be resident in Kenema District.
- A minimum of two years of work experience as a driver in an international organization, Embassy or UN system with a safe driving record is required.
- Fluency of written and verbal English is required.

V. Skills

- Good knowledge of the city, local roads, and conditions where the office is located.
- Knowledge of driving rules and regulations, chauffeur protocol and courtesies.
- Skills in minor vehicle repairs.
- Ability to deal patiently and tactfully with visitors.
- High sense of confidentiality, initiative and good judgment.
- Ability to work effectively with people of different national and cultural background.

VI. COMPETENCIES OF SUCCESSFUL CANDIDATE

Core Competencies

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)
- Builds and Maintains Partnerships (1)

- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

Functional Competencies

- Analysing (1)
- Planning and Organizing (1)
- Following Instructions and Procedures (1)