

## TERMS OF REFERENCE FOR TEMPORARY APPOINTMENT

<b>Job Title</b>	: Driver	<b>Duty Station</b>	: Jakarta
<b>Level</b>	: G2	<b>Section</b>	: Admin - Operation
<b>Duration</b>	: 4 months	<b>Report to</b>	: Administrative Assistant (GS5)
<b>Estimated start date</b>	: 18 April 2024		
<p><b>ORGANIZATIONAL CONTEXT AND PURPOSE FOR THE JOB</b></p> <p>Under the general guidance of Administrative Assistant, the driver provides 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 demonstrates a client-oriented approach, high sense of responsibility, courtesy, tact, and the ability to work with people of different national and cultural backgrounds.</p>			
<p><b>KEY FUNCTION, ACCOUNTABILITIES AND RELATED DUTIES/TASKS</b></p> <ol style="list-style-type: none"> <li>1. Provide reliable and safe driving services for staff and officials.</li> <li>2. Maintenance of assigned vehicle</li> <li>3. Documentation of vehicle-related information</li> <li>4. Provide timely and effective transportation support services to UNICEF staff and other authorized personnel.             <ul style="list-style-type: none"> <li>- Drive office vehicle for the transport of the UNICEF Jakarta authorized personnel and delivery and collection of mail, documents, and other items as required.</li> <li>- Responsible for the day-to-day management of office fleet of vehicles</li> <li>- Arranges minor repairs on office vehicles when required to keep vehicles in good running condition. Ensure that vehicles are kept clean. Reports to supervisor on major defects and arrange repairs. Collect price quotation of vehicle repair from workshop. Reports on satisfactory repairs</li> <li>- Compiles and maintains monthly reports on fuel consumption and routinely submit them to supervisor to reconcile with kilometres driven. Logs official trips, daily mileage, gas consumption, oil changes, greasing, etc.</li> <li>- Meets official personnel at airport and facilitates immigration and custom facilities.</li> <li>- Ensure that the steps required by rules and regulations are taken, in case of involvement in accident.</li> <li>- Maintains daily transportation schedule.</li> <li>- Assists in the processing and delivery of documents in relation to vehicle registration for duty and non-duty vehicles.</li> </ul> </li> <li>5. Professional image projected through in-person interaction. Discretion exercised with programme information and sensitive materials.             <ul style="list-style-type: none"> <li>- Delivery and submission of administrative documents to various government ministries and related follow up</li> <li>- Facilitates airport protocol and formalities for VIP visits as required.</li> <li>- Establishes follow-up system of actions taken and report to supervisor.</li> </ul> </li> <li>6. Performs additional administrative duties e.g., data entry, filling, basic correspondence as required by the supervisor.</li> <li>7. Performs any additional assignment as requested by supervisor.</li> </ol>			
<p><b>RECRUITMENT QUALIFICATIONS</b></p> <p><b>Education:</b> Completion of a secondary education is required, along with possessing a valid driver's license. Good knowledge of the city, local roads, and conditions where the office is located.</p> <p><b>Work experience:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Knowledge of driving rules and regulations, chauffeur protocol and courtesies</li> <li>• Skills in minor vehicle repairs</li> <li>• Ability to deal patiently and tactfully with visitors.</li> </ul> <p><b>Language proficiency:</b> Fluency in English and Bahasa Indonesia are required.</p>			