



I. Position Information

Job Title: Project Driver
Type of Contract: Service Contract
Salary: Equivalent to SC Salary scale, approved by RR
Supervisor: Admin/Finance Associate

I. About UNFPA

UNFPA, United Nations Population Fund is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA works in more than 150 countries and territories to expand the possibility of women and young people to lead healthy and productive lives.

II. Organizational Context

Under the direct supervision of Admin/Finance Associate the incumbent will assist programme and office staff by provision of high quality transport services, as well as implementation of custom clearance

III. Main Tasks and Responsibilities

- Drives UNFPA vehicle for the transporting of UNFPA staff and other authorized persons
- Delivers and collects of mail, documents and other items
- Meets official UNFPA visitors at the airport and facilitates immigration and customs formalities as required
- Provides transportation services during the monitoring visits of project sites
- Responsible for the day-to-day maintenance of the of the assigned vehicle, checks oil, water, battery, brakes, tires etc., performs minor repairs and arranges for the repairs and ensures that the vehicle is kept clean;
- Logs official trips, daily mileage, gas consumption, oil changes, greasing, etc.
- Prepares vehicle history records regularly
- Ensures that the steps required by rules and regulations are taken in case of involvement into accident
- Assist in making travel arrangements for UNFPA staff, experts on mission, including visa arrangements, custom clearance, booking and purchasing of tickets
- Provides necessary logistics support and transportation services for coordination between UNFPA office and projects' offices
- Insures that all custom clearance related procedures are implemented in compliance with UNFPA rules and regulations and in accordance with local practices
- Perform other duties as required

Required skills and qualifications: Primary education, driver's license, excellent knowledge of road rules, excellent knowledge of all road directions within the country; skills in minor vehicle repair

Experience: Minimum 3 years of working experience as a driver; safe driving records

Languages: good knowledge of Turkmen and Russian.

Other: Excellent communication skills, accuracy, ability to work in a team.