

UN Relief and Technical Assistance Response to the Drought in Moldova

TERMS OF REFERENCE

Driver/Administrative Clerk

Project Purpose: During the summer of 2007, Moldova suffered an extraordinary drought that affected most of the country. According to international ratings on the impact level of this phenomenon on ecology and agriculture, this drought is of catastrophic proportions. For the entire period of meteorological observations conducted on the territory of the country, similar phenomena were observed only twice – at the end of the 19th century and in the period of 1946-1947.

These extreme climate conditions led to widespread failure of staple cereal crops and to the drastically reduced availability of animal winter feed among the small holder livestock owners. A profound crisis in the agricultural and food sector of Moldova has resulted this year, placing rural livelihoods and household food security at high levels of risk.

The UN project “Relief and Technical Assistance Response to the Drought in Moldova” aims to provide emergency assistance to the rural sector through the provision of wheat and barley seeds for winter planting and winter animal feed to vulnerable households identified as to being at the highest levels of risk.

Under the overall supervision of the UN Resident Coordinator, the direct Supervision of the UN Project Manager and in close collaboration with the Drought Response Project Assistants and other project staff, the Driver/Administrative Clerk will be responsible for the provision of support transportation services car maintenance and clerical responsibilities to the project manager and the project team. In particular, the Driver/Administrative Clerk will:

Transportation:

- § Ensure the availability of the project vehicle as and when required by the project manager or other delegated project staff;
- § Ensure that assigned vehicle is clean and road worthy;
- § Regularly check the vehicle condition/requirement and fill-in the vehicle Log Book properly;
- § Ensure the proper maintenance and servicing of the assigned vehicle in accordance with the manufacturers recommendations;
- § Report any breakages or malfunctions of the vehicle to the supervisors on time;
- § Meet official personnel at the airport and make the arrangements for the accommodation services;
- § Drive office vehicle for transportation of authorized personnel and delivery/collection of cargo, pouch and other items;
- § Make field trips in/or out out-side the country;
- § Prepare monthly summary of fuel and oil consumption and report to supervisor;
- § Responsible for the day-to-day maintenance of the assigned vehicle, perform minor repairs and arrange for other related repairs;
- § Ensure that the steps required by National rules and regulations are taken in case of involvement in accident;
- § Perform other related duties as requested by the project manager.

Clerical responsibility:

- § Support and assist the Project Assistants in performing registry-related duties, such as photocopying, providing messenger services and archiving correspondence;
- § Make distribution of the Programme correspondence/material appropriate persons, mails and programme documents;

- § Provide logistical support to Project Assistants to the organization and preparation of all workshops, meetings and events;
- § Perform all other clerical related duties, upon request.

Qualifications and skills:

- § Driver license cat B;
- § Experience in administrative work, preferably in an international organisation;
- § Language: Knowledge of Romanian and Russian. Knowledge of English is required;
- § Excellent communication skills, including inter-personal;
- § Good knowledge of Word and Excel is necessary.

Duty Station: Chisinau, Moldova (with travel within Moldova and Transnistria)

Duration of Employment: 2007-2008 (4 months, with possible extension)