

Terms of Reference

- A. Job Title:** Driver for Otaci FO
- B. Duty Station:** Otaci, Republic of Moldova
- C. Work schedule:** shifts including night shifting (but not less than 40 hours per week)
- D. Section/Unit:** N/A
- E. Project reference:** EU Border Assistance Mission to Moldova and Ukraine
- F. Duration of Employment:** 12 (ten) months

G. Organizational setting: *(Describe briefly the organizational setting of the job, including the supervisory and subordinate reporting lines. Note any special considerations affecting the work, e.g. difficult working conditions, security issues or abnormal working hours).*

The incumbent will work under the direct supervision of the Head of Otaci Field Office and in collaboration with the Administrative / HR Assistant and Logistics & Administrative Associate.

H. Job content: *(Describe briefly the primary content of the job. Information is to be summarized in three areas: functional responsibilities; managerial duties, if any; and any external contacts).*

- **Objectives:** What is the anticipated result of the services?

The main objective of the assignment will be to contribute to a smooth operation of the EU Border Assistance Mission in the Republic of Moldova.

- **Background:** What is the history of the assignment? Has previous work been done? Are there any particular constraints as to the results to be sought?

The purpose of this project is to help enhance the effectiveness of border and customs controls and of border surveillance by Moldovan and Ukrainian authorities along their common border, with a particular focus on the Transnistrian section. This should contribute to the wider objectives of:

- Contributing to enhancing the overall border management capacities of Ukraine and Moldova and their approximation with EU standards and best practices, and thus assisting the countries with fulfilling their commitments under the ENP Action Plans and PCAs;
- Contributing to a peaceful resolution of the Transnistrian conflict.

On 2 June 2005, the Presidents of Moldova and Ukraine addressed a joint letter to EC, calling for additional EU support in overall capacity building for border management, including customs, on the whole Moldova – Ukraine border. The letter specifically requested EU assistance in the creation of an 'international customs control arrangement and an effective border monitoring mechanism on the Transnistrian segment of the Moldova-Ukraine State border'.

The project will directly benefit the customs and border guards officials of Moldova and Ukraine whose capacities it will help build. Indirectly, the decrease in the level of cross-border criminal flows and the facilitation of legitimate flows will benefit the populations of Ukraine and Moldova (including Transnistria), as well as those of the EU.

Institutional project partners or counterpart institutions will be the customs and border guards administrations of Moldova and Ukraine. The Moldovan and Ukrainian authorities are committed to enhancing the effectiveness of their border and customs services, to the fight against corruption, to enhanced bilateral co-operation and to a peaceful resolution of the Transnistria conflict.

This political commitment was translated in concrete terms through the signature by Moldova and Ukraine of the Memorandum of Understanding on the Border Assistance Mission. Under the Memorandum, the countries agreed to the presence and proposed mandate of the EU Border Assistance Mission.

- **Scope of work and expected output:** What is the Consultant expected to do? What is the degree of detail to be provided? What time scale to be included? Are there specific decision points during the performance of the work?

The incumbent will discharge the following functions:

1. Drives the project's vehicle for timely and safe transportation of personnel related to the project and for delivery and collection of mail, documents, pouches, equipment and other items as required under the project;
2. Meets official personnel at the airport(s) and other entry points, facilitates immigration and customs formalities and provides city transfers as required;
3. Assumes responsibility for the day-to-day maintenance of the assigned vehicle, regularly checks oil, water, battery charge, brakes, tires, etc. in order to keep the vehicle operational at all times;
4. Performs minor vehicle repairs, plans and arranges for other repairs, replacements, services and maintenance procedures in a way most convenient for the project;
5. Ensures that the vehicle is kept clean;
6. Ensures vehicle security;
7. Interacts with the traffic police and/or other competent parties on all issues related to vehicle registration, unregistration, technical inspection, pass authorization, foreign travel formalities etc.;
8. Manages vehicle's insurance and related issues, assisted by the Administrative Assistant;
9. Forecasts and plans vehicle's fuel consumption and advises the Administrative Assistant on issues related to fuel procurement;
10. Maintains daily vehicle usage logs, reporting all official trips, daily mileage, gas consumption, oil changes, greasing, etc.;
11. Ensures that the steps required by applicable laws, rules and regulations are taken in case if involvement of the project vehicle in a traffic accident;
12. Provides full and accurate event and accident reports as required;
13. Manages customs clearance procedures and ensures proper delivery of Project related commodities;
14. Provides troubleshooting services for the project office premises, affiliate facilities and furniture;
15. Performs other duties as required by the project management.

- **Purchases:** Are any hardware requirements connected with the assignments? When should any such deliveries to the client be made and on what terms?

N/A

- **Reports:** How and when will the Consultant present his or her results?

N/A

- **Inputs:** What is UNDP going to provide in the way of facilities, professional support and physical facilities?

UNDP Moldova provides the incumbent with office space, furniture, computer equipment and peripherals, stationary and transportation as required.

- **Qualifications:**

- Secondary or high school education;
- Valid driver's license of category B;
- Excellent knowledge of applicable Traffic Rules of Moldova;
- Skills in minor and emergency vehicle repair;
- Five years of work experience as a driver;
- Safe driving record;
- Basic knowledge of office software (MS Word, MS Excel, MS Outlook/Express, MS Internet Explorer)
- Knowledge of spoken English.