



UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

I. Position Information

Job Code Title:	Office Clerk/Driver
Project Title:	Support to Confidence Building Measures
Supervisor:	Project Manager
Duration of employment:	12 months with a possibility of extension

II. Background

The overall objective of the project is to support confidence building measures between Chisinau and Tiraspol as well as address the needs of Transnistrian region communities by increasing their access to basic social and economic services. Funded by the European Commission, the project will:

- (I) Contribute to economic reintegration through promoting and supporting business advisory services and practices as well as their cross-river exchange;
- (II) Empower communities to implement and monitor development priorities as well as local actors to deliver services and upgrade the basic infrastructure;
- (III) foster civil society development in the Transnistrian region by supporting them to address pressing social and community needs through cross-river partnerships

III. Organizational Context

Under the guidance and direct supervision of the Project Manager, the Office Clerk/Driver contributes to the effective and efficient operation of the *Support to Confidence Building Measures* project by assisting in administrative work, driving and managing the issues relating to vehicle maintenance. The Office Clerk/Driver applies the client-oriented approach consistent with UNDP rules and regulations.

The Office Clerk/Driver works in close collaboration with the Finance/Administrative Officer and other project team members as well as other project teams in the Country Office (CO) for effective achievement of results, anticipating and advising on the resolution of administrative issues and smooth operation of the project.

The incumbent is expected to exercise full compliance with UNDP programming, financial, procurement and administrative rules, regulations, policies and strategies, as well as contribution to an effective internal control systems.

IV. Functions / Key Results Expected

Summary of Key Functions:

The incumbent will ensure the provision of development services and products (commensurate with the scope of the project) of the highest quality and standards to national counterparts and clients, including provision of administrative and logistical support; provisions of support to office maintenance and assets management etc. More specifically:

The incumbent will discharge the following functions:

Car maintenance:

- § Ensure that the assigned vehicle is clean and road worthy;
- § 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;
- § Interacts with the traffic police and/or other competent parties on all issues related to vehicle registration, un-registration, technical inspection, pass authorization, foreign travel formalities etc.;
- § Manages vehicle's insurance and related issues;
- § Forecasts and plans vehicle's fuel consumption and consults with UNDP Country Office's Senior Driver on issues related to fuel procurement;• Maintains daily vehicle usage logs, reporting all official trips, daily mileage, gas consumption, oil changes, greasing, etc.;
- § Meet official personnel at the airport and make the arrangements for the accommodation services;
- § 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;
- § Make field trips in- or out-side the country;
- § Prepare monthly summary of fuel consumption and report to Project Manager;
- § 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

Clerical duties:

- § Support and assist the Administrative Officer in performing registry-related duties, such as photocopying and archiving correspondence;
- § Make distribution of the Project correspondence/material, mails and project documents;
- § Provide logistical support to Project Assistant to the organization and preparation of all workshops, meetings and events;
- § Assist Project Assistant in obtaining quotations for vehicle repairs/servicing;
- § Be responsible for the office security;
- § Perform minor renovation works;
- § Perform all other clerical related duties, upon request;
- § Provides troubleshooting services for the project office premises, affiliate facilities and furniture;
- § Other duties as assigned.

V. Impact of Results

Accurate and timely pursuance of the duties has a direct impact on the overall successful achievement of the project.

VI. Competencies

Corporate Competencies:

- q Demonstrates commitment to UNDP's mission, vision and values.
- q Exerts strict adherence to corporate rules, regulations and procedures. Familiarity with the internal control framework.
- q Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

Knowledge Management and Learning

- q Shares knowledge and experience
- q Provides helpful feedback and advice to others in the office
- q Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

- q Demonstrates excellent knowledge of driving rules and regulations and skills in minor vehicle repair
- q Demonstrates excellent knowledge of protocol and of security issues
- q Ability to perform a variety of specialized tasks related to project administration and fleet management.
- q Ability to establish and maintain contacts with members of the team, UNDP CO staff and vendors. Excellent interpersonal skills are essential part of the job. Ability to communicate effectively, both orally and in writing.

Leadership and Self-Management

- q Focuses on result for the client and responds positively to feedback
- q Consistently approaches work with energy and a positive, constructive attitude
- q Remains calm, in control and good humored even under pressure
- q Demonstrates openness to change and ability to manage complexities

VII. Recruitment Qualifications

Education:	Secondary or high school education
Experience:	At least 3 years of relevant experience; Safe driving record. Experience in the usage of computers and office software packages (MS Word, Excel, etc.). Experience in handling of web-based management systems. Previous experience in an international environment is desired. Experience in driving, transportation and fleet management; Excellent knowledge of applicable Traffic Rules of Moldova.
Language Requirements:	Fluency in Russian and Romanian is a must. Knowledge of English is a preferable.

VIII. Signatures- Job Description Certification

Incumbent *(if applicable)*

Name Signature Date

Supervisor

Name Signature Date

Chief Division/Section

Name: Signature Date