

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

Hiring Office:	UNFPA Timor-Leste
Purpose of consultancy:	To support UNFPA Operation and Program works in Dili and Municipalities
Scope of work:	<p>The incumbent serves as the UNFPA driver responsible for the safe transport of UNFPA Staff in Dili and other Municipalities and ensuring the vehicles are properly maintained and kept in good condition. Driver reports on the state of the vehicle to supervisor and takes all the necessary dispositions. This position reports to the UNFPA Procurement Assistant and Operation team.</p> <p>Main Tasks and Responsibilities:</p> <ul style="list-style-type: none"> • Drives UNFPA Staff to meetings, field missions and ports of entry and exit. • Collects and delivers mail, packages and equipment; and maintains records of all deliveries and distributions. • Performs airport services including pick-up and drop. • Ensures that the assigned vehicle is compliant with the United Nations minimum operating standards and UNFPA's Vehicle Policy requirements. • Performs minor repairs, arranges for regular maintenance and ensures that the vehicle is kept clean and in good running condition at all times. • Ensures safety and custody of the vehicle, including tools. • Ensures availability of all the required documents/supplies including vehicle insurance, registration, logs, office directory and map of the city/country, first aid kit, and necessary spare parts are in the assigned vehicle. • Ensures that, in the event of an accident involving the office vehicle, the necessary steps required by rules and regulations are followed. • Maintains records for vehicles, logs official trips, records daily mileage, records the use of fuel vouchers and keeps records on consumption. • Assist office staff in filing, photocopying and maintaining stores when required. • Assists in the mailing and distribution of newsletters and publications.
Duration and working schedule:	11 Months
Place where services are to be delivered:	Dili, Timor-Leste
Supervisory arrangements:	The Consultant will be supervised by Admin and Finance Associate and Operation team
Expected travel:	The Consultant is expected to drive to the Municipalities

<p>Required expertise, qualifications and competencies, including language requirements:</p>	<p><u>Academic Requirements:</u></p> <ul style="list-style-type: none"> • Minimum of Secondary school. <p><u>Experiences:</u></p> <ul style="list-style-type: none"> • 5 years' work experience as a driver in an international Organization, Embassy or UN system with a safe driving record. • Knowledge of driving rules and regulations, chauffeur protocol and courtesies. • Conversant with the road network and traffic regulations of Timor Leste. • Skills in minor vehicle repairs. <p><u>Languages:</u></p> <ul style="list-style-type: none"> • Fluency in oral and written English. Working knowledge of Tetum and Bahasa is an added advantage <p><u>Computer Skills:</u></p> <ul style="list-style-type: none"> • Elementary use of computers (e.g. email, internet, word processing). <p><u>Additional Requirements:</u></p> <ul style="list-style-type: none"> • Valid Driver License • Defensive Driving Certificate / Road Safety Training Certificate • Past working experience with UN will be an asset
<p>Other relevant information or special conditions, if any:</p>	<p>Candidates are expected to send cover letter, P11, stating their interest to jossoares@unfpa.org. Deadline of submission of application: 26 July 2020. Please complete and submit your profile on this link: http://www.unfpa.org/unfpa-consultant-roster</p>
<p>Signature of Requesting Officer in Hiring Office: Approved</p> <p>Date: 16 July 2020</p>	