**WORLD HEALTH ORGANIZATION**



*Terms of Reference*

*for*

**Driver**

Type of contract: **Special Services Agreement (SSA)**

Location: **Amman, JORDAN**

Level: **G-02**

Duration: **Until 31 December 2013, subject to renewal, according to availability**   **of funds**

**Objectives of the programme**:

The objectives of WHO's emergency humanitarian action (EHA) program in Jordan are as follows:

1. promptly assessing health needs of populations affected by crisis, identifying priority causes of ill-health and death;  preparing damage estimates and emergency response and rehabilitation plans;  providing prompt, credible health information and ensuring the continuity of essential health services;
2. coordinating and monitoring emergency health relief efforts under the aegis of the Inter-Agency Standing Committee Health Cluster, of which WHO is the lead agency;
3. ensuring that critical gaps in the health response are rapidly identified and filled;
4. revitalizing and building the capacity of national health systems to deal with preparedness, mitigation and response.

**Purpose of the function:**

To provide transportation to WHO staff and visitors, as well as delivery/collection services of documents and goods, related to the official work of the WHO’s office.

**Duties & Responsibilities:**

Under the supervision of the Administrative Officer and the overall guidance of the WR, the Driver provides reliable and safe driving services ensuring the highest standards of professionalism and integrity, sense of responsibility, excellent knowledge of protocol and security issues. Instructions are normally given on an ad hoc basis, routine duties are carried out according to the established schedule; fulfilment of assignments is checked on a regular basis. The incumbent will perform the following duties:

1. Drive office vehicles for transport of authorized personnel to different destinations, including field visits. Meet official personnel and visitors at the airport, assist with basic visa and customs formalities and other arrangements, as required.
2. Ensure delivery/collection and customs clearance of official incoming and outgoing pouches and transportation of documents, hand-delivery of mail, parcels and other heavy items to or from UN Agencies, Ministries, Embassies, Universities, airport, etc.
3. Responsible for the day-to-day maintenance of the vehicle, checks fuel, oil, battery, breaks, tyres, etc.. Perform minor repairs and arrange for other repairs, ensure the proper functioning and cleanliness of the vehicle.
4. Log official trips, daily mileage, fuel consumption, oil changes, greasing, etc.
5. Procure minor supplies for the Office, obtaining invoices for local purchase and arrange to pay office telephone and other bills, as required.
6. Act as a messenger within the office, if needed and perform other related duties.

**Achievement Activities Include:**

1. Services rendered in a timely and accurate manner and office car well maintained.
2. Maintaining all the required documents/supplies up to date; including vehicle insurance, license, registration, logs, office directory, first aid kit, and necessary spare parts in the assigned vehicle;
3. WHO rules and regulations including security and safety requirements duly ensured.

**Competencies:**

1. Communicating in a credible and effective way
2. Knowing and managing yourself
3. Fostering integration and teamwork

**Required Skills and Experience:**

1. Basic mechanical knowledge and skills in operating and maintaining different types of vehicles.
2. Good knowledge of the topography of the country and full proficiency in local traffic regulation
3. Proven ability to deal with clients with tact and respect for diversity

**Education:**

**Essential:** Essential: Education equivalent to eight years in school. Must possess a valid professional driving license for light and heavy duty vehicles.

**Experience:**

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| **Essential:** At least two years of professional experience in driving cars. |
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**Languages:**

Excellent knowledge of the Arabic language. Working knowledge of English is an asset.

**Other Skills:**

Work may involve some discomfort due to long driving hours, lifting of bags and/or parcels and being subject to weather and traffic risks. Computer skills is an asset

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*Interested candidates should send their CVs to* [*emwrojor@who.int*](mailto:emwrojor@who.int) *maximum by 9 November 2013. Only short-listed candidates will be contacted.*  Local residents are highly-desirable.