



**UNITED NATIONS OFFICE ON DRUGS AND CRIME
(UNODC)
TERMS OF REFERENCE**

I. Position Information

Job title: **Office Driver**

Position number: **TBC**

Project Title/Department: **UNODC
Viet Nam**

Duration of the Service: **One year with possibility of renewal subject to funding availability and satisfactory performance.**

Reports to: **Officer-in-Charge/Team Leader of the Pool of Administrative Services in Hanoi, Vietnam.**

Proposed Grade/Level: **SB-1-Peg3**

Approved Grade:

Position Classified by UNODC: **Julien Garsany, Deputy Regional Representative, UNODC ROSEAP**

Classified Approved by UNDP: **Tran My Hanh, Operation Manager**

II. Organizational Context

The United Nations Office on Drug and Crime (UNODC) provides technical assistance related to combating terrorism, organized crime, corruption and drugs to requesting Member States. This assistance also supports States strengthening criminal justice and health systems and to ratify and successfully implement international conventions and protocols, in compliance with the rule of law and human rights.

The UNODC Regional Office for Southeast Asia and the Pacific's (ROSEAP) Regional Programme outlines the proposed scope and focus of UNODC's work in the region for the years to come. It provides a framework for delivering a coherent programme of work to: (i) give clear focus to supporting Member States and regional partners in achieving priority crime and drug outcomes; and (ii) increase the responsiveness, efficiency and effectiveness of UNODC's support to the region.

The Office Driver will report directly to the Officer-in-Charge, work closely with the Team Leader of the Pool of Administrative Services, who will provide technical orientation and guidance for his work and work as part of the UNODC Programme Office in Viet Nam.

The Office Driver will provide reliable and safe driving services, but also administrative support as required for the daily activities of the Office. The incumbent will demonstrate a client-oriented approach, a high sense of responsibility, courtesy, tact and the ability to work with people of different national and cultural backgrounds.

The Office Driver will provide driving services to all UNODC personnel at the Programme Office in Hanoi, as well as to Consultants, Experts and UN staff on mission for UNODC projects.

III. Functions / Key Results Expected

Summary of Key Functions:

- Provision of reliable and secure driving services
- Proper use of vehicle
- Day-to-day maintenance of the assigned vehicle
- Availability of documents/supplies
- Provision of general administrative and logistical support

1. Ensures **provision of reliable and safe driving services** by a) driving the office vehicle for the transport of UNODC personnel, high-ranking officials and visitors, and the delivery and collection of mail, documents and other items; and b) meeting UN personnel and visitors at the airport, including visa and customs formalities arrangement when required.

2. Ensures **cost-savings through proper use of vehicle** via accurate maintenance of daily vehicle logs and input to the preparation of the vehicle maintenance plans and reports.

3. Ensures **proper day-to-day maintenance of the assigned vehicle** through timely minor repairs, arrangements for major repairs, timely changes of oil, check of tires, brakes, car washing, etc.

4. Ensures **availability of all required documents/supplies**, including vehicle insurance, vehicle logs, office directory, map of the city/country, first aid kit, necessary spare parts in the assigned vehicle etc.

5. Ensure that **all immediate actions** required by rules and regulations **are taken in case of involvement in accidents**.

6. Provide administrative and logistical support, focusing on the following:

- Receipt/forwarding of incoming/outgoing faxes, letters and other correspondence to proper UNODC officer;
- Logistical support for the organization of workshops, training and field missions;
- Assisting with administrative tasks linked to photocopying and filling, as well as other clerical works;
- Collection of necessary documents and supporting in the arrangement of missions for UNODC personnel;
- Maintain and update contacts with officials in government offices, ministries, UN agencies, and other partners in relation to the tasks in these terms of reference;
- Perform other duties to support UNODC administrative work, as required.

7. Performs other work-related tasks as required.

IV. Impact of Results

The key results have an impact on the accurate, safe, cost-effective and timely execution of the services and promotes the image of UNODC as an effective contributor to the development of the country.

V. Competencies

Professionalism:

- ☐ Demonstrates professional competence and mastery of subject matter

- ☐ Is conscientious and efficient in meeting commitments and achieving results.

Communication:

- ☐ Speaks and writes clearly and effectively
☐ Demonstrates openness in sharing information and keeping people informed

Teamwork:

- ☐ Works collaboratively with colleagues to achieve organizational goals
☐ Supports and acts in accordance with final group decisions

VI. Recruitment Qualifications

Education:	- Vietnamese national with secondary education and a valid driver license. Successful candidate will need to provide certified judicial record.
Experience:	- Minimum of three (3) year of work experience as a driver, safe driving record is required - Knowledge of driving rules and regulations and technical skills in minor vehicle repair are required - Knowledge of local road conditions in Viet Nam is required - One (1) year of relevant work experience in handling clerical work is desirable - Previous experience in the UN, Government or international organizations, Diplomatic Missions/Embassies, is desirable
Language Requirements:	- Fluency in the language of the duty station, and good communication skills in English.
Others:	- Ability to work with computer and office software (MS word, excel, etc.) and knowledge of spreadsheet and database packages - Demonstrated skills in working with colleagues and collaborators of different national and cultural backgrounds

V. Signatures- Post Description Certification

Incumbent

Name

Signature
Date

Supervisor

Signature
Date

Chief Division/Section

Name /Title

Signature
Date