

## JOB INFO

Job Identification	23291
Posting Date	01/09/2025, 01:36 PM
Apply Before	01/22/2025, 11:59 PM
Job Schedule	Full time
Locations	<a href="#">📍 Sri Lanka</a> <a href="#">📍 Batticaloa, Sri Lanka</a> <a href="#">📍 Jaffna, Sri Lanka</a>
Agency	UNDP
Grade	NPSA-2
Vacancy Type	National Personnel Service Agreement
Practice Area	Governance
Contract Duration	1 Year
Education & Work Experience	High School certificate
Required Languages	Working knowledge in English, as well as Sinhala and/or Tamil.
Vacancy Timeline	2 Weeks

## JOB DESCRIPTION

### Background

**Diversity, Equity and Inclusion are core principles at UNDP: we value diversity as an expression of the multiplicity of nations and cultures where we operate, we foster inclusion as a way of ensuring all personnel are empowered to contribute to our mission, and we ensure equity and fairness in all our actions. Taking a 'leave no one behind' approach to our diversity efforts means increasing representation of underserved populations. People who identify as belonging to marginalized or excluded populations are strongly encouraged to apply. Learn more about working at UNDP including our values and [inspiring stories](#).**

**UNDP does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.**

UNDP partners with people at all levels of society to help build nations that can withstand crisis, and drive and sustain the kind of growth that improves the quality of life for everyone. On the ground in 177 countries and territories, we offer global perspective and local insight to help empower lives and build resilient nations.

UNDP provides assistance to Sri Lanka in the areas of socio-economic recovery and development, social inclusion, rule of law and access to justice, local governance, human rights and parliamentary support, ecosystem-based natural resource management, clean energy, climate change adaptation and mitigation, disaster risk reduction and achievement of Millennium Development Goals. Interventions are on both policy and project level, implemented in partnership with national counterparts in government, civil society, and the private sector.

The positions are located in Batticaloa and Jaffna in Sri Lanka and reports to Field Project Coordinator.

The Driver provides reliable and safe driving services to field staff and other team members ensuring highest standards of discretion and integrity, sense of responsibility, excellent knowledge of protocol and security issues. The Driver also demonstrates a client-oriented approach, courtesy, tact and ability to work with people of different national and cultural backgrounds.

### Duties and Responsibilities

#### 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
  - Support day-to-day office administration and logistics
1. Ensures provision of reliable and safe driving services by a) driving office vehicles for the transport of field and Colombo staff as well as visitors; and b) meeting official personnel and visitors at the airport including visa and customs formalities arrangements when required.
  2. Ensures cost-savings through proper use of vehicle through accurate maintenance of daily vehicle logs (including vehicle movements, mileage, fuel consumption, oil changes, etc.), provision of inputs to 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 and battery, check of tires, brakes, water, car washing and ensuring that the vehicle is kept clean, etc.
  4. Ensures availability of all the 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. Ensures that all immediate actions required by rules and regulations are taken in case of involvement in accidents.
  6. Supports day-to-day office administration and logistics by a) acting as interpreter as and when required; b) recording, delivery and collection of mail, documents and other items; and c) payment of utility and other office bills, etc.

The key results have an impact on the accurate, safe, cost-effective and timely execution of project implementation in the field.

### Institutional Arrangements

- Reporting to Field Project Coordinator.

### Competencies

#### Core

<b>Achieve Results:</b>	LEVEL 1: Plans and monitors own work, pays attention to details, delivers quality work by deadline
<b>Think Innovatively:</b>	LEVEL 1: Open to creative ideas/known risks, is pragmatic problem solver, makes improvements
<b>Learn Continuously:</b>	LEVEL 1: Open minded and curious, shares knowledge, learns from mistakes, asks for feedback
<b>Adapt with Agility:</b>	LEVEL 1: Adapts to change, constructively handles ambiguity/uncertainty, is flexible
<b>Act with Determination:</b>	LEVEL 1: Shows drive and motivation, able to deliver calmly in face of adversity, confident
<b>Engage and Partner:</b>	LEVEL 1: Demonstrates compassion/understanding towards others, forms positive relationships
<b>Enable Diversity and Inclusion:</b>	LEVEL 1: Appreciate/respect differences, aware of unconscious bias, confront discrimination

#### **Cross-Functional & Technical competencies (insert up to 7 competencies)**

Thematic Area	Name	Definition
Administration & Vehicle Operations	Vehicle management	Knowledge of policy & procedures on fleet management
Business Management	Communication	Communicate in a clear, concise, and unambiguous manner both through written and verbal communication; to tailor messages and choose communication methods depending on the audience
Ethics	UN policy knowledge - ethics	Knowledge and understanding of the UN Staff Regulations and Rules and other policies relating to ethics and integrity.
Business Management	Customer Satisfaction/Client Management	Ability to respond timely and appropriately with a sense of urgency, provide consistent solutions, and deliver timely and quality results and/or solutions to fulfill and understand the real customers' needs. Provide inputs to the development of customer service strategy. Look for ways to add value beyond clients' immediate requests. Ability to anticipate client's upcoming needs and concerns

### Required Skills and Experience

#### Min. Education Requirements

- Secondary Education - Minimum of General Certificate of Education (Ordinary Level) Examination required, General Certificate of Education (Advanced Level) Examination will be desirable.
- Valid Sri Lankan driving license - B Class (New) or C, C1 class (Old).

#### Min. years of relevant Work experience

- Minimum 2 years' work experience as a driver.

#### Required skills

- Safe driving record
- Knowledge of driving rules and regulations

#### Desired skills in addition to the competencies covered in the competencies section

- Those drivers who have served in local diplomatic missions/overseas missions and/or served in key driver positions are highly desirable.
- Skills in minor vehicle repairs.
- Ability to safely operate 4wheel drive vehicles.

#### Required Language(s)

- A working knowledge of English, as well as Sinhala and/or Tamil.
- A working knowledge of all 3 languages is highly desirable.

### Disclaimer

[Important information for US Permanent Residents \('Green Card' holders\)](#)

Under US immigration law, acceptance of a staff position with UNDP, an international organization, may have significant implications for US Permanent Residents. UNDP advises applicants for all professional level posts that they must relinquish their US Permanent Resident status and accept a G-4 visa, or have submitted a valid application for US citizenship prior to commencement of employment.

UNDP is not in a position to provide advice or assistance on applying for US citizenship and therefore applicants are advised to seek the advice of competent immigration lawyers regarding any applications.

### Applicant information about UNDP rosters

Note: UNDP reserves the right to select one or more candidates from this vacancy announcement. We may also retain applications and consider candidates applying to this post for other similar positions with UNDP at the same grade level and with similar job description, experience and educational requirements.

### Non-discrimination

UNDP has a zero-tolerance policy towards sexual exploitation and misconduct, sexual harassment, and abuse of authority. All selected candidates will, therefore, undergo rigorous reference and background checks, and will be expected to adhere to these standards and principles.

UNDP is an equal opportunity and inclusive employer that does not discriminate based on race, sex, gender identity, religion, nationality, ethnic origin, sexual orientation, disability, pregnancy, age, language, social origin or other status.

### Scam warning

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