UNOPS	**Job Profile**

I. Post Information

Post Title: Driver (Full-time) **Duty Station:** Assin Akropong.-Ghana **Organizational Unit:** Ghana Multi Country Office (GHMCO) **Supervisor/ Grade:**ICT and Logistics Senior Officer **Source of Funding** (*project/non-project)*: RVCIProject	**Approved Grade**: ICS-2 /LICA 2 **Post Classified by**: IPAS HR

II. Organizational Context

The United Nations Office for Project Services (UNOPS) is looking for an experienced Driver to work on Full-time basis with our team within the Ghana Multi-Country Office, which covers the West Africa Anglophone Countries i.e. Gambia, Ghana, Liberia, Nigeria and Sierra Leone. As a central resource for the United Nations and its member governments, UNOPS is a global organization that is focused on making a local difference with some of the world's top services in Project Management, Infrastructure and Procurement.

Whether it's fighting Ebola by securing works contracts for new isolation wards, procuring life-saving medical equipment for the most vulnerable or helping establish West Africa's largest renewable energy micro-grids, the work you do at UNOPS is about building a future we all can believe in.

If you have experience in the provision of reliable and secure driving services and vehicle maintenance, are always ready to get hands on with the work and can lead partners through best practice in driving, then this is your opportunity.

The position is to support the field travel requirements for the Rice Value Chain Improvement Project which aims at contributing to increasing rice productivity and value among farmers in the Central Region of Ghana, and is being implemented by one of UNOPS' development partners in partnership with the Government of Ghana.

III. Functions / Key Results Expected

1. Provision of reliable and secure driving services
2. Proper use of vehicle
3. Day-to-day maintenance of the assigned vehicle
4. Availability of documents/ supplies
5. Immediate action in case of accident

1. **Provides reliable and secure driving services** by driving vehicles safely for the transport of authorized personnel and minor project related goods

2. **Ensures proper use of the vehicle** through accurate maintenance of daily vehicle logs, provision of inputs to preparation of the vehicle maintenance plans and reports.

3. **Ensures the day-to-day maintenance of the assigned vehicle** by checking oil, water, battery, brakes, tires, etc.; performing minor repairs and arranging for major repairs; and ensuring that the vehicle is kept clean.

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

5. **Ensures that immediate steps as required by rules and regulations** are taken in case of involvement in an accident.

V. Competencies

Integrity & Inclusion

Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion.

Leading Self and Others

Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others.

Results Orientation

Efficiently establishes an appropriate course of action for self and/or others to accomplish a goal. Actions lead to total task accomplishment through concern for quality in all areas. Sees opportunities and takes the initiative to act on them. Understands that responsible use of resources maximizes our impact on our beneficiaries.

Agility

Open to change and flexible in a fast paced environment. Effectively adapts own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behaviour. Performance is consistent, even under pressure. Always pursues continuous improvements.

Solution Focused

Evaluates data and courses of action to reach logical, pragmatic decisions. Takes an unbiased, rational approach with calculated risks. Applies innovation and creativity to problem-solving.

	Expresses ideas or facts in a clear, concise and open manner. Communication indicates a consideration for the feelings and needs of others. Actively listens and proactively shares knowledge. Handles conflict effectively, by overcoming differences of opinion and finding common ground.

VI. Recruitment Qualifications	
Education:	Completion of secondary school or equivalent is required A driver's training with a valid driver's license is required. Diploma or certification in administration-related subjects or business administration would be an asset
Experience:	Two (2) years' work experience as a driver with a safe driving record. Knowledge of driving rules, regulations, and skills in minor vehicle repairs is required. Experience in computer/office productivity software will be an asset.
Language Requirements:	Fluency in written and oral English is required.

Functional competencies:

Knowledge Management and Learning
- Shares knowledge and experience
- Provides helpful feedback and advice to others in the office

Development and Operational Effectiveness
- Excellent knowledge of driving rules and regulations and skills in minor vehicle repair
- Good knowledge of the area and the current condition of roads and highways, security and safety awareness; ability to apply good judgment in the context of assignments given.
- High sense of responsibility; operate in compliance with road and safety regulations and rules. Excellent knowledge of protocol
- Excellent knowledge of security issues

Leadership and Self-Management
- Ability to adhere to work assignments and meet designated deadlines.
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humoured even under pressure
- Responds positively to critical feedback and differing points of view

VII. Signatures- Post Description Certification		
Name		
Title:	Signature :	Date :
Supervisor:		
Name		
Title:	Signature :	Date :
Chief Division/Section:		
Name :		
Title:	Signature :	Date :