



# United Nations Population Fund

[Step by Step Guide to Applying](#)

## Job Description

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| <b>Job Title</b>         | FIXED TERM (FAST TRACK)_ NATIONAL POST: Driver, Lashio, Shan State, UNFPA Myanmar Country Office, G2 |
| <b>Job ID</b>            | 37735  |
| <b>Location</b>          | Asia and Pacific   |
| <b>Full/Part Time</b>    | Full-Time  |
| <b>Regular/Temporary</b> | Regular  |

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### Background Information

**PLEASE NOTE THAT THIS VACANCY IS OPEN ONLY TO NATIONALS OF MYANMAR.**

Duty Station: Lashio, Shan State, Myanmar  
Closing Date: 14 June 2021 (5 pm, Yangon Time)  
Duration: One Year (renewable) [i]

[i] No expectancy of renewal in according with UN Staff Regulation 4.5.

### Organizational Setting

#### The Position:

The Driver provides reliable and safe driving services to UN officials and visitors relate to pick-up, deliveries, and arrival/departure formalities. S/he interacts with the staff members from Lashio, Field Office and may collaborate with other UN Agency Drivers to carrying out his/her duties.

The post of Driver is located in Lashio, Field-Office and will report directly to Programme Assistant, based in Lashio.

#### How you can make a difference:

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's new strategic plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

In Myanmar, UNFPA delivers the program in challenging environments. In northern Shan State, the Driver plays a vital role in Office transportation and in keep communicating with other drivers

from Yangon office to ensure the smooth running of the office operations. You will ensure that the office operations are fully compliant with UNFPA existing policies and procedures. You will build close relationships with staff members and stakeholders at Taunggyi office to support UNFPA program in northern Shan.

**Job Purpose:**

UNFPA's Fourth Country Programme Document (2018-2022) for Myanmar was approved by the Executive Board in September 2017. The Programme focuses on three key areas of intervention 1) sexual and reproductive health) 2) gender equality and women's empowerment and 3) population dynamics. The proposed Country Programme is aligned with new UNFPA's Strategic Plan (2018-2021) and the first United Nations Development Assistance Framework (2018-2021). Youth and adolescents as well as gender equality and related human rights, are mainstreamed throughout the programme. UNFPA has partnerships with UN agencies, INGOs and local NGOs, foundations and research institutions. UNFPA has a presence in a number of priority states/regions, integrating development, peace building and humanitarian spectrums.

UNFPA has also launched the second phase of the "Women and Girls First" Programme (2019-2022), which is a large multi-year, multi-donor initiative, that provides knowledge and technical leadership in partnership with civil society organizations and a wide range of stakeholders to advance: gender equality, improving sexual and reproductive health and rights (SRHR) services, responding to and preventing gender based violence (GBV) and integrating of Mental Health and Psychosocial Support (MHPSS). The Programme is currently being implemented in Rakhine, Kachin, northern Shan, Kayah, Kayin and Mon States and will be further expanded to southern Shan state as of 2021.

The Driver provides reliable and safe driving services to UN officials and visitors ensuring the 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, confidentiality, tact and ability to work with people of different national and cultural backgrounds. Additionally, s/he drives the office vehicle for transporting authorized personnel and delivery/collection of mail, documents and other items for the UNFPA office.

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**Main Tasks & Responsibilities****You would be responsible for:**

- Drives for UN officials and staff. Ensures provision of reliable and safe driving services by a) driving office vehicles for the transport of UN staff, officials and visitors and delivery and collection of mail, documents and other items, and b) meeting official personnel and visitors at the airport including visa and customs formalities arrangement when required.
- Ensures cost-savings through proper use of vehicle through accurate maintenance of daily vehicle logs, provision of inputs to preparation of the vehicle maintenance plans and reports.
- 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 and water levels, car washing, etc so that the vehicle is kept clean and in good running condition at all times.
- Ensures proper use of vehicle maintenance plans and assistance in preparing vehicle history report.
- Ensures availability of all the required documents/supplies including vehicle insurance, vehicle registration, vehicle logs, office directory, map of the city/country, first aid kit, and necessary spare parts in the assigned vehicle.
- Keeps track of insurance and other tax formalities
- Ensures that the steps required by rules and regulations are taken in case of involvement in an accident.

- When necessary, translates in local language for the head of the office and/or official personnel using the car.
  - Assists office staff in filing, photocopying and maintaining stores when required. Assists in the mailing and distribution of newsletters and publications and arranges to pay office telephone and other bills, as required.
  - Performs other duties as assigned by UNFPA as required.
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## **Qualifications and Experience**

### **Education:**

- Completed Secondary Level education is preferable

### **Knowledge and Experience:**

- Valid driver's license
- At least three years of work experience as a driver in LNGOs/ INGOs, embassy, development/ humanitarian organizations or UN system with a safe driving record is preferable.
- Knowledge of driving rules and regulations, chauffeur protocol and courtesies, and local roads and conditions
- Skills in minor vehicle repairs is preferable.
- Driving experience in region is an asset;
- Knowledge on the local context is desirable.

### **Languages:**

Fluency in Myanmar. Knowledge of local languages in northern Shan State is an asset. Workable knowledge of the English.

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## **Required Competencies**

### **Values:**

- Exemplifying integrity
- Demonstrating commitment to UNFPA and the UN system
- Embracing cultural diversity
- Embracing change

### **Core Competencies:**

- Achieve results
- Being accountable
- Developing and applying professional expertise/ business acumen
- Thinking analytically and strategically
- Working in teams/ managing ourselves and our relationships
- Communicating for impact

### **Functional Competencies:**

- Providing logistical support
- Managing data, documents, correspondence and reports
- Planning, organizing and multitasking
- Client Orientation
- Vehicle Maintenance
- Driving Security and Safety

## **UNFPA Work Environment**

UNFPA provides a work environment that reflects the values of gender equality, teamwork, Embracing diversity in all its forms, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply. UNFPA promotes equal opportunities for all including persons with disabilities.

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**Disclaimer**

WARNING TO APPLICANTS: UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Should you have received a solicitation for the payment of a fee, please disregard it. Furthermore, please note that emblems, logos, names and addresses are easily copied and reproduced. Therefore, you are advised to apply particular care when submitting personal information on the web. Should you feel that you have received a fraudulent notice, letter or offer that makes use of the name or logo of UNFPA, you may submit a report through the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>

**HOW TO APPLY:**

UNFPA has established an electronic application management system. This allows applicants to create a candidate profile, which can be updated regularly and submitted for more than one vacancy. Download the Step by Step Guide to Applying in the E-Recruit System of UNFPA at <https://myanmar.unfpa.org/en/vacancies>. Please print out the Guide for your reference during the registration and application process at <https://www.unfpa.org/resources/step-step-guide-applying-jobs-unfpa>.

Notice: There is no application, processing or other fee at any stage of the application process. UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.

To apply for the post, please click on the following link:

[https://erecruit.partneragencies.org/psc/UNDPP1HRE/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_CE.GBL?Page=HRS\\_CE\\_JOB\\_DTL&Action=A&JobOpeningId=37735&SiteId=1&PostingSeq=1](https://erecruit.partneragencies.org/psc/UNDPP1HRE/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_JOB_DTL&Action=A&JobOpeningId=37735&SiteId=1&PostingSeq=1)

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**UNITED NATIONS POPULATION FUND**For any questions or comments please contact [recruiting@unfpa.org](mailto:recruiting@unfpa.org)