



TERMS OF REFERENCE (TOR)

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| Job Title: | Driver – UNDP Support to Mine Action Project |
| Number of positions: | 8 |
| Supervisor: | Senior Programme Manager - UNDP Programme Management Unit |
| Duration: | One year (with the possibility of extension) |
| Duty Station: | Colombo 1 , Vavuniya 3, Jaffna 4(with travel to other districts outside duty station) |

UNDP Mission Statement:

UNDP is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience and resources to help people to build a better life. UNDP is on the ground in 166 countries, working with national counterparts on their own solutions to global and national development challenges.

Background:

The UNDP Mine Action project aims to support Sri Lanka in becoming “free from the effects of mines and unexploded ordnance (UXO)” through the establishment of national capacity to plan, coordinate and execute mine action and related activities. The project promotes a safer environment for the people of the conflict affected areas; the rapid revitalization of land for Internally Displaced People (IDPs) resettlement, agriculture, livestock and infrastructure; and increased economic development throughout the country.

The Sri Lanka Mine Action Programme operates under the leadership of the National Steering Committee on Mine Action (NSCMA) chaired by the Ministry of Nation Building and Development which provides overall guidance to the programme, with District Mine Action Offices (DMAO) and District Steering Committees (DSC) managing the operational coordination in the mine-affected districts. The UNDP Project is designed to support coordination at the district level, strengthen national institutions and build capacity of national counterparts with the goal of a fully nationally managed coordination structure and minimal external support by the end of the project.

Mine Actions comprise five categories of complementary activities:

- Mine Risk Education: Raising public awareness about mines and UXO leading to behavioral change and risk avoidance;
- Clearance: Assessing the socio-economic impact of landmines and explosive remnants of war on communities to determine where and what actions are needed most. Mapping, marking and clearance;
- Survivor Assistance: Providing medical, rehabilitation and vocational services to mine and UXO survivors;
- Advocating for a global ban on landmines: Signing and ratifying the Ottawa International Treaty to ban anti-personnel mines;
- Stockpile destruction. Removing the means by which stored landmines could ever be used in the future.

Under the overall supervision of the UNDP Deputy Resident Representative (Programme), the UNDP

Support to Mine Action Project is implemented through the DEX Programme Management Unit (PMU) in Colombo and the Government-based District Mine Action Offices. Under the management of a Senior Programme Manager, the PMU supports the implementation of UNDP's two large umbrella programmes for the North and East through the UNDP field offices and in close collaboration with the District Mine Action Offices. The PMU provides the technical backstopping to the district-based offices for the efficient delivery of recovery and development projects in the North and East.

UNDP is seeking to fill the position of a Driver for its Mine Action Project in Colombo. The Driver will support a team of professionals and strengthen UNDP's ability to implement a successful project.

Summary of Key Functions:

Under the overall supervision of the Senior Programme Manager the Driver will be responsible for performing the following main functions and tasks:

- Operate vehicles including 4WDs and drive UNDP personnel for official purposes.
- Deliver and collect mail, documents and other items.
- Assume responsibility for the day-to-day maintenance of the assigned vehicle; check oil, water, battery, brakes, tires, etc.; perform minor repairs; arrange for other repairs and ensure that the vehicle is kept clean.
- Ensure availability of all the required documents/supplies including vehicle insurance, first aid kit, necessary spare parts, etc., in the assigned vehicle.
- Ensure that the steps required by UNDP rules and regulations are taken in case of involvement in an accident.
- Act as interpreter as and when required.
- Operate and maintain communication equipment fitted in the vehicles.
- Maintain logbook of vehicle movements, mileage, fuel consumption; oil changes, etc.
- Perform any other duties as required.

Qualifications and Experience Required:

Education

- Minimum of General Certificate of Education (GCE) Ordinary Level (O/L).
- Hold a valid Sri Lankan driving license - category A (motor coach).

Experience

- Minimum 5 years work experience as a professional driver with a safe driving record.
- Minimum 1 years experience as a driver with the United Nations is desirable.

Language Requirements

- A working knowledge of English is required, in addition to Sinhala and /or Tamil. Ability to communicate in both Tamil & Sinhala will be an added advantage.

Competencies

- Sound knowledge of Sri Lankan road rules and regulations and chauffeur courtesies.
- Good knowledge of Sri Lankan geography.
- Skills in minor vehicle repairs.
- Familiarity with HF and VHF radio operations is highly desirable.
- Demonstrated behaviour of professional and personal ethics, transparency and openness.
- Motivated, flexible, and capable of working under pressure.

- Efficient and client services-oriented; mature judgment combined with a proactive and resourceful approach to problem solving; excellent communication skills and ability to work in a multi-cultural team; and strong time management skills.
- Willingness to travel to the conflict-affected districts in the North and East and other areas of Sri Lanka.

Applicants are invited to send an updated CV, containing details of educational & professional qualifications, work experience, the names of two non-related referees, an email address and a contact telephone number during working hours. Applicants who provide incorrect information will be disqualified. Closing date for applications is on or before **Friday, 19 March 2010**. Applications should be forwarded to the Deputy Country Director (Operations) to the address given below. Applicants should compulsorily send separate applications/ e-mails for each position and duty station applied for, indicating position and duty station on the top left hand corner of the envelope/s or in the subject line of the e-mail/s. Qualified female candidates are encouraged to apply. Only short-listed candidates will be contacted for an interview.

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