



VACANCY ANNOUNCEMENT

Driver (SC-2)

The United Nations Population Fund (UNFPA) is the world's largest international source of population assistance. UNFPA provides support to improve health through reproductive health and maternal health services, to achieve gender equality and to formulate/implement population policies and strategies in support of sustainable development. UNFPA has two main programme components: 1) Population and Development; and 2) Reproductive Health. Both programme components are designed to promote gender equality.

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| POST TITLE: | Driver |
| CONTRACT TYPE: | Service contract, level SC-2 |
| PROGRAMME COMPONENT: | Reproductive Health |
| DUTY STATION: | Based in Vientiane with travel to provinces |
| DURATION: | 1 Year Initially |

UNFPA Laos is seeking a qualified Lao national candidate to work as a **Driver**. The Driver will work under the overall supervision of UNFPA, Reproductive Health programme component to support UNFPA staff working in Medical Product and Supply Center (MPSC), Ministry of Health.

Duties and responsibilities include:

- Driving office vehicle for the safe transport of authorized personnel to the project sites and delivery and collection of mail, documents and other items as and when required
- Meeting official personnel and visitors at the airport, when required.
- Ensuring availability of all required documents/supplies including vehicle insurance, vehicle logs, office directory, maps of the city/country, first aid kit and necessary spare parts.
- Responsible for day-to-day maintenance of the office vehicles, including checking of oil, water battery, brakes and tires, etc., ability to perform minor repairs and arranges for other repairs and ensures that the vehicle is kept clean;
- Logs official trips, daily mileage, gas consumption, oil changes, greasing, etc.;
- Should any vehicle be involved in an accident, ensures that the steps required by UN rules and regulations are followed;
- Must have ability to work under pressure and work outside main office hours, when required
- Performs any other duty as required or assigned by the supervisor.

The following **qualifications and experience** are required:

- Secondary education or technical certificate.
- Familiarity with key locations throughout Laos, especially in the provinces
- Valid Driving license, knowledge of driving rules, regulations and chauffeur courtesies
- A minimum of 5 years of driving experience and safe driving record
- Skills in minor vehicle repair
- Good English communication skills.

The salary for the above position plus other benefits will be in accordance with UN rules and regulations for a service contract.

All interested applicants must submit an application letter with a UN standard personal history form, P11, in English to: UNFPA Office, Phonesavanh Tai, P.O. Box 345, Vientiane (Tel: 315547, 353048-50) or e-mail to: souphanouvong@unfpa.org indicating "Application for **Driver (SC-2)**". Please contact UNFPA office to obtain P11 form or download from www.unfpa.org. The deadline for application is **13 September 2010**.

We will only be able to respond to those applicants in whom UNFPA has a further interest. UNFPA reserves the right to appoint prior to the closing date. 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.

Notice: There is no application, processing or other fee at any stage of the application process.