



JOB TITLE: Driver / Clerk

ID: 13806

Location: Tanzania

Close Date: 26/07/2023

Organizational Unit: East & Southern Africa Div.

Full/Part Time: Full-Time

Regular/Temporary: Regular

Assignment Duration: 2 Years

Grade: G-3

Organizational Setting

The International Fund for Agricultural Development (IFAD) is an international financial institution and a specialized United Nations agency dedicated to eradicating rural poverty and hunger. It does so by investing in rural people. IFAD finances programmes and projects that increase agricultural productivity and raise rural incomes, and advocates at the local, national and international level for policies that contribute to rural transformation.

The Programme Management Department (PMD), under the leadership of an Associate Vice-President, is responsible for the overall programme of loans and grants of the Fund and is composed of five (5) regional divisions and the Operational Policy and Results Division.

The position is located in East and Southern Africa Division (ESA) and the incumbent works under the direct supervision of Country Programme Officer

Job Role

The Driver / Clerk provides reliable and safe driving services to IFAD staff, officials and visitors, ensuring highest standard of discretion and integrity, sense of responsibility, excellent knowledge of protocol and security issues as well as registry and clerical services, demonstrating a client-oriented approach, tact and ability to work with people of different national and cultural backgrounds. The Driver provides reliable and safe driving services ensuring high quality of work. The Driver/Clerk provides driving services to the staff in the Regional Officers/Mult-Country Offices/Country Offices, Consultants and Experts and IFAD staff on mission.

Key Functions and Results

1. DRIVING SERVICES AND VEHICLE MAINTENANCE: The Driver / Clerk

a. Ensures provision of reliable and safe driving services by a) driving office vehicles for the transport of IFAD staff, other high-ranking officials and visitors and delivery collection of mail, documents and other items, and b) meeting official personnel and visitors at the airport including visa and customs formalities arrangements, when required.

b. 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.

c. 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, car washing, etc.

d. Ensures availability of all required documents/ supplies and records including vehicle insurance, vehicle logs, office directory, map of the city/country, first-aid kit, necessary spare parts in the assigned vehicle.

e. Ensures all immediate actions required by national and IFAD rules and regulations are taken in case of involvement in accidents.

2. ADMINISTRATIVE FUNCTIONS: The Driver/Clerk (a) ensures maintenance of registry system focusing on achievement of the following results:

a. Maintenance of the office filing system in accordance with the IFAD Record Management System

b. Opening of new subject files as required and disposal of old files in accordance with the established retention schedule.

c. Maintenance of archives, making sure files are properly stored and accessible; safe keeping of documents.

d. Provision of photocopies and document scanning of material from the registry files, as requested by staff. Assistance in the collection of reference and background material.

e. Establishment and maintenance of records system of file movements within the office; maintenance of the office circulation and reading files.

f. Preparation of correspondence and reports related to registry activities.

g. Travel support focusing on Preparing travel authorisations, security clearances and administrative support to RC/MCO/ICO staff travelling domestically and abroad as required.

h. Provision of effective correspondence management focusing on:

i. Receipt, registration, coding and forwarding of incoming faxes, letters and other correspondence to proper department/unit/officer.

ii. Registration and dispatch of the outgoing communications, including pouch, and follow-up distribution. Prepares the summary of enclosure forms and necessary documents and maintains the file on pouches received to ensure that all bags are accounted for.

3. MANAGERIAL FUNCTIONS: The Driver/Clerk is accountable for integrity and transparency in the administration of IFAD resources. S/He is accountable for upholding IFAD's core values and code of conduct, including integrity, transparency, and equity in the management of IFAD's resources.

Key Performance Indicators

The key results have an impact on the accurate, safe, cost-effective and timely execution of the Regional/Multi-Country Offices/Country Offices services.

Working Relationships

Drivers/Clerks are typically accountable for driving of assigned staff and the exchange of routine information with counterparts within IFAD and externally, when needed. Routine exchange of information within the Fund includes logistical support. Typical contacts within the division, office or department as well as external contacts and responding to basic inquiries as per assigned tasks.

Job Profile Requirements

Organizational Competencies - Level 1

- Strategic thinking and organizational development: Personal influence
- Demonstrating Leadership: Personal leadership and attitude to change
- Learning, sharing knowledge and innovating: Continuously seeks to learn, shares knowledge and innovates
- Focusing on clients: Focuses on clients
- Problem solving and decision-making: Demonstrates sound problem solving and decision making ability
- Managing time, resources and information: Manages own time, information and resources effectively
- Team Work: Contributes effectively to the team

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- Communicating and negotiating: Communicates effectively: creates understanding between self and others
 - Building relationships and partnerships: Builds and maintains effective working relationships

Education:

- Level - High School diploma
- Areas -
- Certifications: Possession of a Valid Driver's License (B Category)

Work Experience:

- At least three (3) years of progressively responsible experience in administration and working as a Driver.
- Position-specific experience: Ability to work with computer and office software packages (MS Word, Excel, etc.) and 3 years' work experience as a driver; safe driving record, knowledge of driving rules and regulations and skills in minor vehicle repair.

Languages:

- Required: English (3-Good)
- Desirable: French or Arabic or Spanish
- Position specific requirement: Excellent knowledge of host-country language

Skills:**Job role specific**

- Driving - Know how to perform controlled operation movement of a vehicle, including cars, motorcycles, trucks and buses. Ability to follow safety issue in driving poor road conditions, low visibility, texting while driving, under influence (drug/alcohol-impaired), speeding, distracted driving, sleep-deprived driving and reckless driving/street racing. Familiarity with governing Driving Laws, Physical and mental capability to perform driving.
- Security: Know-how in security management and measures
- Verbal Communication: Clear, succinct and convincing verbal communication, highly professional, balanced and diplomatic language
- Adaptability: Adaptability and flexibility when facing new or unexpected situations, and to specific constraints and circumstances and managing complex processes
- Initiative and good judgment: High sense of proactive initiative-taking and good judgment (including on security matters)
- Listening: Effective and active listening to others, understanding and acting upon indirect statements
- Total expertise- Administration: Expertise relevant to the specific role (mail management)
- Basic ICT & digital leuncy: High level of digital literacy and ability to quickly get familiar with new digital tools (e.g. ability to carry out EPR data entry and extraction when budgeting, monitoring security systems, uploading content to inter/inta-net websites, etc.)
- Collaboration: Successfully work toward a common goal with others by communicating clearly, actively listening to others, taking responsibility for mistakes and respecting different perspectives of stakeholders

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- Risk management (e.g. reputational): Identification and assessment of potential liabilities and risks in IFAD's activities, particularly vis-a-vis third parties; ability to handle risks via contingency and mitigation strategies

Position specific

- Languages - Host country language: Working level knowledge of a host country language (Italian, Portuguese, Chinese, Swahili, etc.) verbal and written, including correspondence, protocol, negotiation and presentation

Other Information

Applicants for National positions at General Service level must be legally authorized to live and work in the country of recruitment at the time of application. Any job offer is subject to evidence from the candidate to have obtained and be able to maintain the legal status to live and work in the country of recruitment.

For Driver's Position: Please upload 2-3 referral letters from previous organization / Supervisors worked with (Mandatory).

IFAD staff members are international civil servants subject to the authority of the President of IFAD. In accordance with IFAD's Human Resources Policy, the President can decide to assign them to any of the activities of the Fund. All International Professional staff members are required to be geographically mobile and positions in the professional category are subject to changes in location at any time in line with strategic priorities and reform initiatives in IFAD.

IFAD is an Equal Opportunity Employer and does not discriminate on the basis of ethnic, social or political background, colour, nationality, religion, age, gender, disability, marital status, family size or sexual orientation.

Please be aware of fraudulent job offers. IFAD does not charge any fees at any stage of the recruitment process. Official communication from IFAD will always come from e-mails ending in @ifad.org.

In the interest of making most cost-effective use of funds and resources, we are only able to respond to applicants who are short-listed for interview. Candidates who do not receive any feedback within three months should consider their application unsuccessful.

A rectangular button with a blue background and a white border, containing the word "Apply" in white, sans-serif font.