

Office Driver & Clerk

Job title:	Office Driver & Clerk
Level:	SB2
Location:	Suva, Fiji
Full/Part time:	Full Time
Type:	Service Contract
Duration:	12 Months

The Position

The post of Office Driver & Clerk is located in Suva, Fiji as part of the UNFPA Pacific Sub-Regional Office and reports directly to the Administrative/HR Associate. S/he provides effective administrative services support to the Pacific Sub Regional Office and works in close collaboration with the International Operations Manager and the Operations team to ensure timely support to the Country and Sub-Regional Offices on Financial and Administrative matters.

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 (2022-2025), 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.

Job Purpose

The Office Driver/Clerk will support the effective management of UNFPA programme activities in the areas of general office administration, transport management, and clerical/logistics support.

The Office Driver/Clerk provides reliable and safe driving services to UNFPA staff, UN officials and visitors ensuring the highest standards of discretion and integrity, sense of responsibility, excellent knowledge of protocol and security issues. The Driver/Clerk 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. S/he provides overall administrative support to the operations of the office.

You would be responsible for:

1. Providing reliable and safe driving services by; driving office vehicles for the transport of UNFPA staff, high-ranking officials, and visitors; delivery and collection of mail and documentation; paying office bills and making payments; meeting official personnel and visitors at the airport
 2. Keeping abreast of traffic and road security and safety awareness to enable safe and on time arrival for meetings.
 3. Managing all aspects of vehicle maintenance; conducting minor repairs and cleaning; arranging for major repairs and service to ensure vehicle kept in good running condition; keeping daily vehicle logs; and assisting in the preparation of vehicle maintenance plans and history reports.
- Ensure 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.
 - Keep track of insurance and other tax formalities.
 - Ensure that the steps required by the United Nations rules and regulations are taken in case of involvement in an accident.
 - Assist the Admin Assistant in managing visa/work permits and customs formalities when required.
 - Assisting SRO staff with general administrative duties as required.
 - Assist office staff in filing, photocopying as and when required, Ensure the stationeries are well stocked and managed.
 - Perform other tasks as assigned by the supervisor or Senior Management.

Qualifications and Experience:

Completed Secondary Level Education.

Knowledge and Experience:

- Possession of a clean and valid national driver's license is a must; Must pass the United Nations driving test.
- Minimum Two years' practical working experience as a driver in an organization with a safe driving record is a must.
- Previous work experience with International Organization, Embassy or with the United Nations system and defense driving skills would be considered an asset.
- Thorough knowledge of local road traffic laws, driving rules and regulations, local roads, and conditions in Fiji.
- Good knowledge of chauffeur protocol and courtesies, vehicle maintenance and vehicle safety.
- Skill in minor vehicle repairs and in-depth knowledge of vehicle operations.
- General knowledge of office operations and prior experience with office mail delivery is desirable.
- Ability to work as part of a team respecting cultural and religious sensitivity and diversity.
- Ability to write and communicate clearly and translating as required.
- Basic knowledge in MS Word and MS Excel.

Languages:

Fluency in English and knowledge of the local language is required.

Required Competencies

Values: <ul style="list-style-type: none">• Exemplifying integrity,• Demonstrating commitment to UNFPA and the UN system,• Embracing cultural diversity,• Embracing change.	Functional Competencies: <ul style="list-style-type: none">• Result Oriented• Managing data• Managing documents, correspondence and reports• Managing information and workflow• Planning, organizing and multi-tasking• Managing financial processes• Job knowledge / technical expertise
Core Competencies: <ul style="list-style-type: none">• Achieving 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.	

Compensation and Benefits

This position offers an attractive remuneration package including a competitive net salary plus health insurance, pension, dependency allowances, annual/sick leave and other benefits as applicable.

Disclaimer

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>

In accordance with the Staff Regulations and Rules of the United Nations, persons applying to posts in the international Professional category, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.