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| **I. Position Information** | |
| **Job Title:**  **Position Level:**  **Programme Title:**  **Reports to:** | **UN Women Driver / Admin Clerk for EVA Programme (Female candidates are strongly encouraged to apply)**  **Service Band 2, quartile 2 (SB2.2)**  **Strengthened Gender Action in Cahul and Ungheni districts in Moldova**  **Programme Manager** |

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| II. Background |
| UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.  The work of UN Women in Moldova is guided by its new [Country Strategic Note for 2018-2022](http://moldova.unwomen.org/en/biblioteca-digitala/publicatii/2018/03/strategic-note-summary), aligned with the [Republic of Moldova–United Nations Partnership Framework for Sustainable Development 2018–2022](http://www.md.undp.org/content/dam/moldova/docs/Legal%20Framework/UNDAF%20Moldova%20EN.pdf), the [Global Strategic Plan of UN Women for 2018-2021](http://www.unwomen.org/-/media/headquarters/attachments/sections/executive%20board/2017/second%20regular%20session%202017/unw-2017-6-strategic%20plan-en-rev%2001.pdf?la=en&vs=2744), the [National Strategy on Gender Equality for 2017-2021 (NSGE)](https://gov.md/sites/default/files/document/attachments/intr16_85.pdf), the [National Strategy for Preventing and Combating Violence against Women and Domestic Violence for the Period 2018-2023](http://lex.justice.md/index.php?action=view&view=doc&lang=1&id=374992), and aims to contribute to the gender-responsive implementation of the 2030 Agenda for Sustainable Development. The Strategic Note focuses on three main areas: 1/strengthening women’s participation in politics and decision making, 2/economic empowerment of women and 3/ending violence against women and girls. To achieve progress under these areas, UN Women works with a variety of national and international partners and as part of different national and regional initiatives.  Starting in January 2020 UN Women will implement in Moldova a EU-funded Programme *Strengthened Gender Action in Cahul and Ungheni districts in Moldova* with the short title: “EVA”.  The programme will contribute to the consolidation and fortification of gender mainstreaming at the local level, in line with the provisions of the National Strategy to Ensure Equality between women and men in the Republic of Moldova for the years 2017-2021. The proposed intervention will tackle domestic violence against women and children, particularly on improving the capacity and assessment tools of multi-disciplinary specialist response and services, including sexual forms of violence in domestic violence, as this area has not yet been covered by any action or donor.  The programme is aimed at achieving the following results*: Gender equality is promoted and mainstreamed in local policymaking and decision taking* and *Victims of domestic, including sexual, violence have greater access to effective survivor-focused multi-disciplinary services and violence prevention is piloted in local schools and communities.* |

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| III. Functions |
| **Provide reliable and secure driving services**  Drive office vehicles for the transport of authorized personnel;  Deliver and collect mail, documents and other items to Government – Offices/Embassies/Commercial Establishments/ UN Offices;  Meet official personnel and visitors at the airport, including visa and customs formalities arrangements when required;  Verify that all passengers wear seatbelts at all times in the vehicle;  Ensure all immediate actions required by rules and regulations are taken in case of involvement in accidents;  Ensure vehicle comply with the Minimum Operating Security Standards (MOSS).  **Provide proper use of vehicle**  Ensure cost-saving by driving responsibly;  Maintain daily vehicle logs, daily mileage, gas consumption, oil change, servicing, greasing, repairs;  Provide inputs to preparation of the vehicle maintenance plans and reports.  **Provide day to day maintenance of the assigned vehicle**  Ensure that the official vehicle is kept clean and is always in good working condition;  Make arrangements for minor and major repairs;  Ensure that oil is changed, tires checked, lights horn, clutch and brakes checked and wash car regularly;  Ensure that vehicles comply with Minimum Operating Security Standards (MOSS).  **Maintain and ensure availability of all required documents/supplies**  Maintain and ensure availability of all required documents/supplies including vehicle insurance, vehicle logs, office directory, and map of the city/country, first aid kit, and necessary spare parts in the assigned vehicle;  Ensure that all immediate actions required by rules and regulations are taken in case of involvement in accidents.  **Provide general administrative and logistic support**  Assist project team in filing, photocopying and maintaining records;  Provide support with market research, small procurements, customs clearance arrangements, preparation of documents for UN Women shipments (received/sent);  Assist with logistic arrangements for events;  Provide support for office maintenance. |

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| IV. Key Performance Indicators |
| * Quality and timely driving services; safe and on-time * Quality care and maintenance of vehicle * Timely inputs to logs and records |

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| V. Competencies |
| **Core Values:**   * Respect for Diversity * Integrity * Professionalism   **Core Competencies:**   * Awareness and Sensitivity Regarding Gender Issues * Accountability * Creative Problem Solving * Effective Communication * Inclusive Collaboration * Stakeholder Engagement * Leading by Example   Please visit this link for more information on UN Women’s Core Values and Competencies: <https://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/employment/un-women-values-and-competencies-framework-en.pdf?la=en&vs=637>  **Functional Competencies**   * Excellent driving skills; * Good knowledge of driving rules and regulations, local roads and conditions; * Good defensive driving skills; * Skills in minor vehicle repairs; * Ability to be on time. |

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| **VI. Recruitment Qualifications** | |
| **Education and certification:** | * Completion of secondary education is required; * Valid driver’s license is required. |
| **Experience:** | * Minimum 2 years of experience as a driver in an international organization, embassy or UN system with a safe driving record; * Minimum 1 year of relevant administrative experience; * Good knowledge of office software packages (MS Word, Excel, etc.) in an advantage; |
| **Language Requirements:** | * Fluency in Romanian. Working knowledge of English and Russian. * Working knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language would be an asset. |

**For this particular position qualified female candidates are strongly encouraged to apply.**

**UN Women offers a variety of arrangements that enable women to excel in their careers, including flexible working hours for work-life balance, maternity leave, childcare facilities, and career coaching. UN Women ensures a safe and inclusive working environment for women and men through field security training and measures to provide secure working arrangements on-site and in the office.**

**Submission Instructions:**

All applications must include (as an attachment) the completed UN Women Personal History form (P-11) which can be downloaded from the link below:

<https://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/employment/un-women-p11-personal-history-form.doc?la=en&vs=558>.

Kindly note that the system will only allow one attachment. Applications without the completed UN Women P-11 form will be treated as incomplete and will not be considered for further assessment.

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| **VII. Signatures- Job Description Certification** | | |
| Incumbent *(if applicable)*  Name | Signature | Date |
| Supervisor  Name | Signature | Date |
| Chief Division/Section  Name: | Signature | Date |