Terms of Reference (TOR)
for functions under a National Personnel Service Agreement

1.   Position Information

Office/Unit/Project	UNDP Iran
Title	Driver
Level	NPSA-2
Duty station (City and Country)	Iran - Tehran
Type (Regular or Short term)	Short Term – Part Time
Office- or Home-based	Office Based (part time, based on required working days)
Expected starting date	3 March 2025
Expected Duration	Maximum 44 days within 12 months
Position Number	N/A

2.   Office/Unit/Project Description

The Driver supports administrative and logistics services by providing reliable and safe driving for UNDP. Under overall guidance of RR, DRR, and OM and direct supervision of Common Services Associate, the Driver collaborates closely with operations, programme, and project staff within the CO and other UN agencies to ensure consistent service delivery.

3.   Scope of Work

Summary of Key Functions:
- Provision of reliable and secure driving services.
- Proper use of vehicle.
- Day-to-day maintenance of the assigned vehicle.
- Availability of documents/ supplies.
- Ability to support the logistics needs of the team.

1. Ensures **provision of reliable and secure driving services** by a) driving office vehicles for the transport of authorized personnel and delivery and collection of mail, documents and other items and b) meeting official personnel and visitors at the airport, visa and customs formalities arrangement when required.
2. Ensures **proper use of vehicle** and cost savings by maintaining accurate daily vehicle logs, providing inputs for maintenance plans, and preparing reports to optimize vehicle use and minimize expenses.
3. 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.
4. Ensures **availability of all the required documents/supplies** including vehicle insurance, vehicle logs, office directory, map of the city/country, first aid kit, necessary spare parts.
5. Ensures that **all immediate actions** required by rules and regulations **are taken in case of involvement in accidents**; ensures timely and effective **logistics support** to all team members in full compliance with UNDP rules and regulations; provides logistics support for workshops and seminars by managing document delivery, equipment setup, and venue preparation; assists with event setup and closure, registry-related

tasks, office arrangements, and other duties as required; assists with registry-related tasks, including photocopying bulky documents for meeting preparations; assists in arranging and setting up office equipment, furniture, and supplies as needed.

The incumbent performs other duties within their functional profile as deemed necessary for the efficient functioning of the Office and the Organization.

4. **Institutional Arrangement**

Under the overall guidance of the RR, DRR and OM and the direct supervision of the Common Services Associate, the Driver provides reliable and safe driving services with the highest standards of discretion, integrity, and a strong sense of responsibility.

5. Competencies

Core	
Achieve Results:	LEVEL 1: Plans and monitors own work, pays attention to details, delivers quality work by deadline
Think Innovatively:	LEVEL 1: Open to creative ideas/known risks, is pragmatic problem solver, makes improvements
Learn Continuously:	LEVEL 1: Open minded and curious, shares knowledge, learns from mistakes, asks for feedback
Adapt with Agility:	LEVEL 1: Adapts to change, constructively handles ambiguity/uncertainty, is flexible
Act with Determination:	LEVEL 1: Shows drive and motivation, able to deliver calmly in face of adversity, confident
Engage and Partner:	LEVEL 1: Demonstrates compassion/understanding towards others, forms positive relationships
Enable Diversity and Inclusion:	LEVEL 1: Appreciate/respect differences, aware of unconscious bias, confront discrimination

Cross-Functional & Technical competencies		
Thematic Area	*Name*	*Definition*
Administration & Operations	Vehicle management	Knowledge of policy & procedures on fleet management
Administration & Operations	Registry & correspondence management	Ability to collect, register, maintain and deliver mail and UNDP pouch; ability to manage archives
Business Management	Communication	Ability to communicate in a clear, concise and unambiguous manner both through written and verbal communication; to tailor messages and choose communication methods depending on the audience
Ethics	UN Policy Ethics	Knowledge and understanding of the UN Staff Regulations and Rules and other policies relating to ethics and integrity.
Business Development	Knowledge Generation	Ability to research and turn information into useful knowledge, relevant for context, or responsive to a stated need

Business Management	UNDP Representation	Ability to represent UNDP and productively share UNDP knowledge and activities; advocate for UNDP, its values, mission and work with various constituencies

6. Minimum Qualifications of the Successful NPSA

Min. Education requirements	• Secondary education is required (High School Diploma). • Valid and clean driver's license is required.
Min. years of relevant work experience	• Minimum 2 years working experience as a driver with safe driving record.
Required skills	• Knowledge of driving rules and regulations is required. • Basic knowledge on common issues related to vehicle breakdown and skills in minor vehicle repair is required.
Desired skills in addition to the competencies covered in the Competencies section	• Experience in emergencies and security is a definite advantage. • Relevant experiences working with International Organizations is an added advantage. • Use of computers and office applications such as Microsoft Outlook, excel and word is desirable. • Experience with light office duties such as photocopying, and scanning is an added advantage.
Required Language(s)	• Fluency in Farsi and good knowledge of English Language both written and spoken is required.
Professional Certificates	• Professional Driver's License