



## VACANCY ANNOUNCEMENT 2009 –35

### Senior Driver

<b>Post title:</b>	<b>Senior Driver</b>
<b>Project:</b>	<b>Nias Islands Rural Access and Capacity Building Project (Nias-RACBP)</b>
<b>Duration:</b>	The scheduled completion date for the Project is June 2012. The initial contract will be awarded for a period of one year (with a 3-months probation period), and contract extension will be subject to a satisfactory performance
<b>Duty Station:</b>	Gunungsitoli
<b>Grade:</b>	<b>GS-2 or GS-3</b>
<b>Starting date:</b>	<b>December 1, 2009</b>

#### General Project Information

The Nias Islands Rural Access and Capacity Building Project (Nias-RACBP) is funded by the Multi-Donor Fund for Aceh and North Sumatra (MDFANS) and focuses on the improvement of the strategic rural transport network in Nias Islands. The budget for the Nias-RACBP is US\$ 10 million and the Project needs to be completed in June 2012. The Project will be implemented in three selected clusters in the North, South and Western Part of Nias Islands.

The envisaged Project activities will contribute to post-disaster economic recovery and poverty alleviation for the communities of Nias Islands that were affected by the tsunami and the earthquake. The Project Development Objective of Nias-RACBP is for residents of the participating districts to utilize improved rural transport infrastructure and services and to benefit from better access to economic and social services and facilities.

The main construction activity of the Project is the improvement of selected strategic rural access roads, river crossings and foot bridges. In addition a small cultural heritage sub-component is included. Local resource-based approaches and methods will be used in the construction of the works. The training and capacity building activities of the Project aim at enhancing the capacity of the involved local government agencies at district and sub-district level (Public Works Department and Bappeda), small-scale contractors, their staff, potential future supervisors, local communities and ILO's own newly recruited local project staff in the planning and delivery of investments in the rural roads network. The main delivery modality will be through on-the-job training and mentorship.

For project management and implementation, a Project Management Unit (PMU) will be established for the Project in Genung Sitoli in Nias Islands. This RACBP Nias-PMU will be headed by an international Team Leader. At full staffing strength, the Nias-PMU Office will include 12 professional staff (2 international and 10 national) and 35 support staff (national).

## **Duties and Responsibilities**

The Senior Driver will work under the daily supervision of, report to, the Deputy TL,. The Driver shall be responsible for:

- Carry out weekly condition checks on all vehicles and motorbikes under the Nias PMU;
- Collect on weekly basis all vehicle log-sheets, verify complete and accurate filling buy the drivers and prepared fuel consumption reports;
- Prepare vehicle maintenance schedules and arrange for timely implantation of these;
- Prepare and co-ordinate weekly vehicle utilization charts, including allocation of drivers for the specific trips;
- Organize for minor vehicle repairs at local workshops in Gunungsitoli, including supervision
- Take vehicles for established workshops in Medan for major services and repairs

In addition the Senior Driver shall carry out the ordinary driver's duties as follows

- Driving the Project vehicles for the transport of authorized personnel and the delivery and collection of mail, documents, and other items;
- The day-to-day maintenance of the assigned vehicle(s), including checking oil, water, battery, brakes, tires, etc., performing of minor repairs, and arranging for other repairs and periodic maintenance, and ensuring that the vehicle is kept clean;
- Keeping logs of officials trips, daily mileage, gas consumption, oil changes, greasing, etc;
- Ensuring that the correct procedures are followed and relevant rules and regulations are adhered too in the case of involvement in an accident;
- Perform other duties assigned to him/her when not driving the Project vehicle, like operating the photocopy machine, assisting with the collection of newspaper clippings, the reproduction of documents, etc;
- Providing assistance in doing banking errands;
- As required, undertake any other duties in line with his responsibilities as driver/messenger.

## **Required Qualifications and Skills**

The candidate needs to have at least a secondary education, a valid Indonesian driving license and at least 7 years of driving experience, of which at least 3 years in 4 WD vehicles, including off-the-road driving experiences in difficult terrain. The candidate should have a safe driving record and a basic working knowledge of English, in spoken and in writing. Knowledge and experience with undertaking small repairs and maintenance to vehicles is considered an advantage.

The particular skills required for the Senior Driver's tasks are:

- Sound MS Excel and MS Word skill are essential
- Be familiar with driving on Sumatra mainland and particularly the city of Medan

## **Remuneration**

General Service Level 2 or 3 of the UN common remuneration system and/or commensurate with the qualifications and competency of the selected candidate.

## **Written Examination and Interview**

Prospective candidates will be required to sit a written examination and be interviewed.

**Application**

The ILO promotes equal employment opportunities. Therefore, qualified women and men are encouraged to apply and submit their application along with CV, other supporting documents and references, addressed to:

**INTERNATIONAL LABOUR OFFICE**

Email : [hrdikt@ilo.org](mailto:hrdikt@ilo.org)

Fax : 310 0766

Or by postal services to:

1. ILO  
PO Box 1075  
Jakarta 10010

or 2. ILO Project Nias  
Musium Pusaka Nias  
Jl. Yos Sudarso No. 134 A  
Gunung Sitoli

Closing date: 04 November 2009

**The ILO promotes opportunities for women and men to obtain decent and productive employment in conditions of freedom, equity, security and human dignity**