

**UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP)  
GLOBAL ENVIRONMENT FACILITY (GEF)  
GOVERNMENT OF LESOTHO**

**VACANCY ANNOUNCEMENT**

**Project:** Reducing vulnerability from climate change in Foothills, lower Lowlands and lower Senqu Basin

**Post Title:** Drivers x2

**Type of appointment:** Service Contract, 1 year (with potential renewal)

**Duration of project :** March 2015-December 2020

**Reporting to:** Project Manager

**Duty station:** 1x based in Maseru, 1x based in the project area

**Background Information:**

The integral functioning of Lesotho's mountainous ecosystems is vital not only to the livelihoods and welfare of its people, but for the delivery of ecosystem services and global environmental benefits to a large part of Southern Africa. The mountainous Kingdom is the source of rivers that reach the Atlantic Ocean in the west and supply an increasing proportion of the water consumed in South Africa's industrial heartland. Therefore, sustainable use and management of ecosystems in Lesotho is a vital ingredient of broader environmental wellbeing.

The UNDP Lesotho Country Office and the Government of Lesotho will for the next five years (2015-2020) implement a GEF-financed project "**Reducing vulnerability from climate change in Foothills, lower Lowlands and Senqu River**". The objective of the project is to mainstream climate risk considerations into the Land Rehabilitation Programme of Lesotho for improved ecosystem resilience and reduced vulnerability of livelihoods to climate shocks. The project will support the integration of climate change adaptation into national and sub-national land use planning and decision-making. By doing so, the project will reduce the vulnerability of local communities in the Foothills, Lowlands and the Lower Senqu River Basin to climate change through the implementation of climate-smart ecosystem rehabilitation and management measures. Project outcomes are intended to achieve the following:

- i. Promoting the efficient use of land resources by integrating climate risk considerations into land use planning and decision making;
- ii. Empowering rural communities with skills to maintain a balance between agricultural production and demands for non-agricultural land uses;
- iii. Strengthening the community-based management of natural resources and;
- iv. Addressing institutional and technical limitations

The project will be nationally implemented by the Ministry of Forestry, Range and Soil Conservation (MFRSC) as the Implementing Partner (IP). The IP will be accountable to the

Government of Lesotho and the UNDP for the quality of project outcomes and the appropriate use of project resources, both when directly implementing project activities and when delegating others to do so.

**In light of this, UNDP and the Government of Lesotho require the services of Drivers x2 to form part of the technical team responsible for the successful implementation of the above project.**

### **Specific duties and responsibilities of the Drivers (x2 Positions)**

Under the supervision of the Project Manager, Drivers are required to provide reliable and safe driving services ensuring high accuracy of work. The Driver demonstrates a client-oriented approach, high sense of responsibility, courtesy, tact and the ability to work with people of different national and cultural backgrounds. The Driver will work very closely with the field facilitators as they execute their responsibilities in the project areas namely – Thaba-Mokhele, Lithipeng and Khoelenya Community Councils in the Maseru District.

#### Specific Tasks and Responsibilities:

- Provision of reliable and secure driving services for authorized personnel and authorised tasks.
- Ensures cost-savings through proper use of vehicle through accurate maintenance of daily vehicle logs, provision of inputs for preparation of the vehicle maintenance plans and reports.
- 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.
- Responsible for all the required documents/supplies including vehicle insurance, vehicle logs, first aid kit, fire extinguisher and necessary spare parts.
- Ensures that all immediate actions required by rules and regulations are taken in case of involvement in accidents.
- Will be required to carry out clerical work while in Maseru office and as may be required in the field.

#### Qualifications and experience:

- Secondary Education
- Valid Driver's license.
- 5 years' work experience as a driver; safe driving record; knowledge of driving rules and regulations and skills in minor vehicle repair.
- Experience in driving off-road will be an added advantage
- Must be willing to drive long distance
- Fluency in the language of the duty station and spoken English will be an added asset

#### **Reporting:**

During the project implementation phase, the Driver will report to the Project Manager, and work very closely with the Project Administration and Finance Officer (AFO) and Field Facilitators (FFs) whereby the Driver will take instructions from AFO on day-to-day basis and FFs while in the field.

Applications with comprehensive CVs, UN P11 form and names and contact details of three referees should be submitted to:

The Human Resources Department  
United Nations Development Programme (UNDP)  
3<sup>rd</sup> Floor, UN House  
P. O. Box 301  
Maseru 100  
Or  
E-mail to: [registry.ls@undp.org](mailto:registry.ls@undp.org)

**Closing date for applications:** date to be determined as per UNDP procedures

Please note that this vacancy is open only to Lesotho nationals.

Only short listed candidates will be responded to. Salary is negotiable and commensurate with work experience and qualifications.

**Prepared by Project Manager:**

Name: Keneiloe Phomane Signature: [Signature]  
Keneiloe Phomane (Ms)

Date: 23/09/2015

**Approved by PS- Ministry of Forestry, Rangelands and Soil Conservation (i.a)**

Name: SEETLA MABASO Signature: [Signature]  
Seetla Mabaso (Mr)

Date: 25-09-15

**Authorised by UNDP Sustainable Development Advisor:**

Name: LIMOMANE PESHOANE Signature: [Signature]  
Limomane Peshoane (Mr)

Date: 29/09/2015