



## TERMS OF REFERENCES

**Project Title: "Nationally Appropriate Mitigation Actions (NAMAs) for low-carbon end-use sectors in Azerbaijan" Project; GEF 00090628**

**Position: Project Driver**

**Level: SB1/1**

**Duration: 6 months (with possibility of extension)**

**Employment type: Full-time**

**Duty Station: Baku, Azerbaijan; domestic travel will be required**

**Remuneration: USD 727 monthly (subject to tax) plus social security package**

The specific objective of the NAMA project is to support SOCAR in the implementation of its Climate Change Strategy by reducing GHG emissions from its main and support operations by using energy efficient technologies and methods. The Global Environment Facility (GEF), UNDP and SOCAR jointly fund and provide technical support for these activities.

The project will address on the one hand the existing potential to improve the energy performance of main end-use sectors on the Azerbaijani market, namely buildings and transportation. On the other hand, the oil & gas production sector will be addressed in terms of mitigation activities that will indirectly benefit the energy end-use in the country through capturing of associated gases evaporating from existing on-shore oil and gas fields and utilizing the gas as a fuel source for nearby residential areas.

### **Organizational Context:**

The Project Driver will provide chauffeur services at the representational level including knowledge of travel, customs and protocol issues under the supervision of Project Manager.

### **Key functions and responsibilities:**

### The Project Driver:

- Provide chauffeur services at the representational level including knowledge of travel, customs and protocol issues;
- Ensure that the assigned vehicle is clean and road worthy;
- Check vehicle condition/requirement;
- Ensure proper maintenance and servicing of the assigning vehicle is taken place on day-to-day and report on supervisors on time;
- Meet official personnel at the airport and make the arrangements for the accommodation services;
- Drive office vehicle for transportation of authorized personnel and delivery/collection of cargo, pouch and other items;
- Responsible for the day-to-day maintenance of the assigned vehicle, perform minor repairs and arrange for other related repairs;
- Ensure that the steps required by rules and regulations are taken in case of involvement in accident.

### Competencies:

#### Core Competencies:

- Demonstrate commitment to UNDP's mission, vision and values;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

#### Functional competencies:

##### OPERATIONAL EFFECTIVENESS

- Ability to perform a variety of repetitive and routine tasks and duties
- Ability to review data, identify and adjust discrepancies
- Ability to handle a large volume of work possibly under time constraints
- Good knowledge of administrative rules and regulations
- Ability to operate and maintain a variety of computerized business machines and office equipment in order to provide efficient delivery of service
- Ability to organize and complete multiple tasks by establishing priorities
- Demonstrates excellent knowledge of driving rules and regulations and skills in minor vehicle repair
- Demonstrates excellent knowledge of protocol
- Demonstrates excellent knowledge of security issues

#### Recruitment Qualifications:

- Primary education; valid driver's license;

- At least 2-3 years work experience as a driver;
- Safe driving record;
- Knowledge of driving rules and regulations
- Basic skills of vehicle repair;
- Basic knowledge of the UN language of the duty station and fluent knowledge of Azerbaijani.