



**World Health Organization/Organización Mundial de la Salud
Pan American Sanitary Bureau/Oficina Sanitaria Panamericana**

POST DESCRIPTION

**Job Identification: 2.2.06.d
Job Profile: J1280**

**Duration of Post: Limited
 Indefinite**

<i>Title</i>	<i>Category</i>	<i>Position Number</i>	<i>Grade</i>	<i>Duty Station</i>
Driver	GSN	P18526	G02	Caracas, Venezuela

OBJECTIVE OF THE OFFICE/DEPARTMENT

PAHO Country Offices are responsible for ensuring that the Pan American Health Organization / World Health Organization (PAHO/WHO) country program of technical cooperation and its country presence provides adequate support to the national health development process and, at the same time, enables the country/ies to shape the sub-regional, regional, and global health agendas. The PAHO/WHO Country Office is the basic organizational unit for technical cooperation with the country/ies, drawing on PAHO/WHO resources from all levels and all parts of the Organization.

ORGANIZATIONAL CONTEXT

The work involves simple, repetitive tasks performed in accordance with specific instructions, with no responsibility for selecting or deviating from established procedures. The instructions are specific. The supervisor determines the priority of tasks. Tasks should be completed according to the instructions given, and in accordance with the timelines specified. Internal contacts are with office personnel and official visitors. External communications are related to formalities for collecting letters and packages / shipments and arriving and/or departing of staff involved in field missions.

SUMMARY OF RESPONSIBILITIES

Under the general guidance of the PAHO/WHO Representative (PWR/VEN), and the direct supervision of the Administrator, the incumbent is responsible for, but not necessarily limited to, the following assigned duties:

- a) Drive the official PAHO/WHO vehicles safely and efficiently in accordance with established safety practices, procedures, rules and regulation manuals, and safety measures established by the United Nations Security officer; keep a daily log of trips, noting departure, return times, destination and purpose of trips to be submitted for review including report of mileage control, vehicle maintenance on the established formats;
- b) Participate in planning missions to the field; review the proposed mission routes ensuring the most efficient and secure alternatives are chosen; ensure proper logistics for missions to the field; comply with the policy of release of liability for external users (counterparts, partners, allies) approved for their transfer in an official PAHO vehicle;
- c) Keep close contact with the central office in Caracas to coordinate with UNDSS to ensure that the security background of the missions are considered in the preparation and deployment of each mission;
- d) Maintain the vehicles clean and in good driving condition; bringing any major repairs to the attention of the Administrator;
- e) Maintain and keep updated the vehicle registration; provide a daily report to the supervisor on the mechanical condition of the vehicle, ensure efficient use of vehicle, and fuel consumption, contributing to accurate accounting and cost efficiency;
- f) Deliver correspondence and other documents and/or packages with supplies to respond to PAHO's humanitarian and/or technical cooperation being sent by or addressed to the PWR and/or Field Offices; provide receipts, as required; assemble and dispatch correspondence, calculate charges of mail, register and verify receipt;

- g) Follow established rules and regulations for mobility in the field and/or in the event of an accident, and immediately notify the supervisor of any apparent problems, to request instructions and facilitate decision making on how to proceed;
- h) Prepare and submit to the local financial authority the request for reimbursement of invoices for minor expenses authorized by the main office of PAHO/VEN, including fuel expenses; comply with the follow-up of expenses, control, proving supporting documentation;
- i) Support the general services area with the reproduction of documents and organization of materials; assist with verification of inventory of office materials and equipment; provide information regarding the preventive and/or corrective maintenance of the office facilities;
- j) Work as a team member in the absence of other staff members;
- k) Perform other related duties, as assigned.

KEY BEHAVIORAL COMPETENCIES

Overall attitude at work: Maintains integrity and takes a clear ethical approach and stance; demonstrates commitment to the Organization's mandate and promotes the values of the Organization in daily work and behavior; is accountable for work carried out in line with own role and responsibilities; is respectful towards, and trusted by, colleagues and counterparts.

Teamwork: Collaborate and cooperate with others - Demonstrates team spirit and actively participates in the work of the team; is supportive towards colleagues.

Respecting and valuing individual differences: Treats everyone with dignity and respect, fostering positive relationships with everyone. Reflects on personal behavior to avoid stereotypes and considers situations from the perspective of others.

Communication: Express oneself clearly when speaking - Clarifies quality and quantity needed in achieving set objectives with supervisor and immediate colleagues. Listens attentively and does not interrupt other speakers.

Knowing and Managing Yourself: Remain productive/Manage stress / Continuously learn - Stays productive when given new directions and remains focused despite competing demands. Manages stress positively; remains positive and productive, even under pressure and/or in challenging circumstances. Identifies areas for acquiring new knowledge and learns new tasks relevant to job.

Producing Results: Work efficiently and independently/Deliver quality results/Take responsibility - Prioritizes work and makes planning/Organizational adjustments as necessary; seeks clarification from supervisor on timelines, as needed. Use feedback and input from supervisor to achieve results. Produces quality results and has frequent discussions with supervisor to achieve results. Is action-oriented and sees tasks through to completion. Shows understanding of own role and responsibilities in relation to expected results. Solicits and accepts direction and guidance from supervisor and team members and takes responsibility for own work and actions, as appropriate. Shows commitment and engagement when completing tasks. Takes responsibility for errors and learns from experience, as appropriate.

TECHNICAL EXPERTISE

- Knowledge of driving rules and regulations and skills in minor vehicle repair.
- Possesses a valid professional driver's license.
- Knowledge of security procedures in safe driving and the protection of personnel would be an asset.

EDUCATION

Essential: Certificate of completion of elementary education.

Desirable: Training in defensive driving, basic first aid, knowledge of basic automotive mechanics.

EXPERIENCE

Essential: Two years of experience as a driver.

Desirable: Experience in executive driving; experience in governmental or international organizations; experience handling confidential information and/or documents.

LANGUAGES

Fluent knowledge of Spanish.

IT SKILLS

Demonstrated ability to effectively use a computer and utilize basic software programs such as Microsoft Office Word, Excel and Outlook.