

## I. Position Information

**Job Title:** Driver to the Head of Office

**Unit/Office:** Vietnam Country Office

**Duty Station:** Hanoi

**Reports to (Title/Level):** Operations Manager - NOC

**Contract Modality:** FTA Local

**Grade Level:** G3

**Position Number (if available):** 1

**JD last reviewed:** 09/2025

## II. Organizational Context

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

Reporting to the Operations Manager, the driver provides reliable and safe driving services to the **UN Women Country Representative** and other UN officials and visitors ensuring the highest standards of discretion and integrity, sense of responsibility, and excellent knowledge of protocol and security issues. The Driver also demonstrates a client-oriented approach, courtesy, confidentiality, tact and ability to work with people of different national and cultural backgrounds.

Reporting to the Operations Manager, the Driver can be also required to provide driving services to the operations and programme personnel in the Office, consultants and experts and UN staff on mission.

## III. Key Functions and Accountabilities

### 1. Provide reliable and secure driving services:

- Drive office vehicles for the transport of UN Women **Country Representative**, other officials, visitors, UN Women programme and operations personnel, and facilitate VIP missions;
- Deliver and collect mail, documents and other items to Government – Offices/Embassies/Commercial Establishments/ UN Offices;
- Meet official personnel and visitors at the airport including visa and customs formalities arrangements when required;
- Verify that all passengers wear seatbelts at all times in the vehicle;
- Oversee and ensure that all immediate actions required by rules and regulations are taken in case of involvement in accidents;
- Adhere to relevant job specific guidelines and policies of UN Women such as but not limited to the vehicle management policy;
- Oversee and ensure that all vehicles comply with the Security and Safety standard established at the duty station through Security Risk Management process.

### 2. Proper use of vehicle:

- Ensure cost-saving by driving responsibly;
- Maintain daily vehicle logs, daily mileage, gas consumption, oil change, servicing, greasing, repairs and oversee that other drivers do the same;
- Prepare and maintain data of the vehicle maintenance plans and reports.

### 3. Day to day maintenance of the assigned vehicle:

- Ensure that all official vehicles are kept cleaned, washed and are always in good working condition;
- Make minor repairs and make arrangements for major repairs;
- Change oil, check tire tread depth and pressure, lights, indicators, wipers, horn, clutch and brakes and ensure that any errors of warning indicators on dashboard are inspected and addressed in timely manner;
- Arrange and complete winterization of office vehicles when this is required by local traffic regulations or when travel to areas that might be affected by snow is planned.

**4. Maintain and ensure availability of all required documents/supplies:**

- Maintain and ensure availability of all required documents/supplies including vehicle insurance, vehicle logs, office directory, and map of the city/country, first aid kit, and necessary spare parts in the assigned vehicle;
- Ensure that all immediate actions required by rules and regulations are taken in case of involvement in accidents.

**5. Provide general administrative and logistic support as needed:**

- Assist office staff in filing, photocopying and maintaining required records;
- Assist in the mailing and distribution of publications and payments of bills, as required.
- Logistical support for organization of workshops, training and field trips;
- Draft simple correspondence in English and Vietnamese, when required;

**6. Provide clerical support to UN Women Country Representative:**

- Assist in making appointments and maintaining the CR's calendars, and support her/him in daily work
- Collection of necessary documents and arrangement of travel for the CR;
- Maintain and update contacts of officials in government offices, ministries, UN agencies and other partners;

**7. The incumbent performs other duties within their functional profile as deemed necessary for the efficient functioning of the Office and the Organization and assists CO staff with general administrative duties as required**

**Supervisory/Managerial Responsibilities:** N/A

#### IV. Competencies

**Core Values:**

- Respect for Diversity
- Integrity
- Professionalism

**Core Competencies:**

- Awareness and Sensitivity Regarding Gender Issues
- Accountability
- Creative Problem Solving
- Effective Communication
- Inclusive Collaboration
- Stakeholder Engagement
- Leading by Example

Please visit this link for more information on UN Women's Core Values and Competencies:

[https://www.unwomen.org/en/about-us/employment/application-process#\\_Values](https://www.unwomen.org/en/about-us/employment/application-process#_Values)

**FUNCTIONAL COMPETENCIES:**

- Excellent driving skills;
- Strong knowledge of driving rules and regulations, chauffeur protocol and courtesies and local roads and conditions;
- Strong defensive driving skills;
- Skills in minor vehicle repairs;
- Ability to be on time.

#### V. Recruitment Qualifications

**Education and Certification:**

- Completion of secondary education is required.
- Valid driver's license is required.

**Experience**

- At least 3 years of relevant experience as a driver in an international organization, embassy or UN system with a safe driving record.

<b>Languages</b>	<ul style="list-style-type: none"><li>• Fluency in/working knowledge of English is required.</li><li>• Fluency in Vietnamese is required.</li><li>• Knowledge of another official UN language is desirable (French, Arabic, Chinese, Russian or Spanish).</li></ul>
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