

Driver
Strengthening PRS Monitoring Project – Federal

Terms of Reference

Project Name: Strengthening PRS Monitoring Project (SPRSMP)

Post Title: Driver (SSA)

Duty Station: Islamabad

Posted on: December 19, 2012

Last Date to Apply: December 26, 2012

Background

The PRSP Secretariat underpins the government's institutional mechanism for poverty monitoring. The PRSP Secretariat has been mandated with the overall lead in coordinating, monitoring, evaluating, and tracking the implementation of the PRSP; and reporting progress on anti-poverty public expenditures, intermediate social indicators, and final outcomes. A critical input in achieving the targets set out in the PRSP is the effective utilization of anti-poverty public expenditures.

The purpose of the PRSP Monitoring project is to strengthen institutional capacities for results-based monitoring and evaluation of poverty reduction strategies (PRS) and has the following three outputs:

- Public spending and allocations in pro-poor sectors analyzed reviewed and analyzed through a gender lens to better understand the contribution and needs of men and women
- Quality, collection, analysis and management of PRSP data improved at national and province levels
- National engagement in PRSP monitoring mobilized through participatory processes

Duties and Responsibilities:

The Driver will work under the direct supervision of the National Project Manager.

The Driver will undertake the following duties:

- Ensures provision of reliable and secure driving services by a) driving office vehicles for the transport of authorized personnel and delivery and collection of mail, documents and other items and b) meeting official personnel and visitors at the airport, visa and customs formalities arrangement when required.
- Ensures cost-savings through proper use of vehicle through accurate maintenance of daily vehicle logs, provision of inputs to preparation of the vehicle maintenance plans and reports.

- Ensures proper day-to-day maintenance and log of the assigned vehicle through timely minor repairs, arrangements for major repairs, timely changes of oil, check of tires, brakes, car washing, etc.
- Ensures availability of all the required documents/supplies including vehicle insurance, vehicle logs, office directory, map of the city/country, first aid kit, and necessary spare parts.
- Ensures that all immediate actions required by rules and regulations are taken in case of involvement in accidents.
- Responsible for safe travel and comfort of passengers.
- Logs official trips, daily mileage, fuel consumption, oil changes, greasing etc.
- Performs other duties as required.

Qualifications and Experience Required

1. Candidate should have a matriculation.
2. At least 2 - 3 years of experience in similar position.

Supervision

The Driver would work under the overall guidance and supervision of the National Project Manager.

Please send your CV to:
Strengthening PRS Monitoring Project
3rd Floor, Federal Bank for Cooperatives Building
G-5/2, Islamabad.

or

Email to: sprsm.jobs@gmail.com