



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

TERMS OF REFERENCE FOR PERSONNEL UNDER INDIVIDUAL SERVICE AGREEMENT (ISA)

Title:	Truck Driver
Main Duty Station and Location:	Monrovia, Liberia
Mission/s to:	Missions to rural areas as required. To be authorized separately as a travel request.
Start of Contract (EOD):	
End of Contract (COB):	
UNIDO project ID:	160082
EU grant ID:	FED/2018/399430
EU financing instrument:	11th European Development Fund (EDF) / 2014-2020 National Indicative Programme (NIP)
Type of contract:	Individual Service Agreement – Level of SB2 – National Support

ORGANIZATIONAL CONTEXT

The United Nations Industrial Development Organization (UNIDO) is a specialized agency of the United Nations. Its mandate is to promote and accelerate sustainable industrial development in developing countries and economies in transition, and work towards improving living conditions in the world's poorest countries by drawing on its combined global resources and expertise.

At Head Quarter level the consultancy will be managed by the Agro-Industries Technology Unit (PTC/AGR/AIT), which is part of the Agribusiness Development Branch (PTC/AGR). The Unit is responsible for technology aspects of agro-based industries in textile, leather, wood and agricultural mechanization. It also leads UNIDO's work in bio-systems engineering with a focus on new technologies in precision systems for irrigation, production and harvesting; new systems for bio-energy production; advanced packaging systems to maximize product quality; recycling agro-products and prevention of emissions to protect the environment; and information technologies to optimize bio-process strategies. Emphasis is placed upon the design of projects and programs to serve engineering needs of the agricultural/biological industries and water resources/environmental engineering needs of various governments, industries and communities, and the support to enhance the required industrial skills for sustainable development.

COUNTRY CONTEXT

Liberia's youth constitutes nearly half of the Liberian labour force but is exposed to high unemployment, underemployment and vulnerable employment rates. The global commodity prices crisis, combined with the effects of the Ebola crisis, have devastated the Liberian economy and worsened youth's fragility problems. A socially and economically marginalised young population can pose serious risks to national security, social cohesion and stability. Liberian youth generally lack employable skills and are ill-equipped to access new economic opportunities. Efforts to improve their employability are constrained by a Technical and Vocational Education and Training (TVET) sector characterised by serious shortcomings in terms of quality and relevance, access and equity, funding, and governance. The Government of Liberia (GoL) recognises that the transition towards inclusive growth will not happen unless human capabilities are enhanced and the quality of education

and vocational training are improved to match the demands of the labour market. The present intervention will seek to strengthen the Liberian TVET sector in its capacity to deliver equitable and gender-balanced access to high-quality and demand-driven TVET. This will be done by supporting capacity development at central and TVET provider level, and by strengthening links with the private sector. The intervention will address equity issues with emphasis on remote South East rural areas and vulnerable youth, including people with disabilities.

PROJECT INFORMATION:

<u>Project Title:</u>	EU Support to Technical and Vocational Education and Training (TVET) for young people in Liberia
<u>Project Duration:</u>	72 Months (as of 1 September 2018)
<u>Financed by:</u>	European Union (EU) – 11 th European Development Fund / 2014-2020 National Indicative Programme (NIP)
<u>Government of Liberia partner Ministries:</u>	<ul style="list-style-type: none"> ▪ Ministry of Education ▪ Ministry of Youth and Sports
<u>Implementing Agency:</u>	United nations Industrial Development Organization
<u>Total Budget:</u>	19,500,000 Euro
<u>Location of project activities:</u>	<ul style="list-style-type: none"> ▪ Montserado County ▪ Margibi County ▪ Grand Gedeh County ▪ Sinoe County ▪ Maryland County

PROJECT CONTEXT

UNIDO has received funding from the EU to implement a project to support the Government of Liberia strengthen technical and vocational education and training (TVET) in the country. To achieve this goal, the project will work closely with the Ministry of Education (MoE) and Ministry of Youth and Sports (MoYS) in the delivery of its key mandate, which is to provide efficient, quality and relevant education and training. The project will support six (6) schools located in the counties of – Montserado County (Monrovia), Margibi (Kakata), Grand Gedeh (Zwedru), Sinoe (Greenville) and Maryland (Harper). The project will support the development of TVET systems as follows:

- Curriculum Development
- Human Resource Development for Instructors
- Institutional management
- Pedagogical skills development
- Education Infrastructure and technology for TVET
- Private-public partnerships
- TVET approaches for apprenticeships
- TVET financing
- TVET access to rural areas (i.e. South East Liberia)
- Entrepreneurship development

MAIN DUTIES

The **Truck Driver** will work under the overall guidance of the Chief Technical Advisor (CTA), based in Monrovia, Liberia. The incumbent will undertake the following duties:

Main duties	Concrete/measurable outputs to be achieved	Expected duration	Location
<p><u>Truck Driving:</u></p> <ul style="list-style-type: none"> ▪ Provide truck driving duties in support of the project. 	Duties performed.	Continuous	Monrovia, Liberia w/ travel throughout the country as required
<ul style="list-style-type: none"> ▪ Coordinate with UN logistics office as required. 	As required.		
<ul style="list-style-type: none"> ▪ Ensure compliance with all UNIDO rules and regulations. 	At all times.		
<ul style="list-style-type: none"> ▪ Ensure compliance with all UNDSS rules and regulations related to driving in Liberia. 	At all times.		
<ul style="list-style-type: none"> ▪ Ensure security clearance for travel outside of Montserrado County is completed. 	At all times.		
<ul style="list-style-type: none"> ▪ Ensure that no load is not transported unless authorized by the Logistics Manager. If found hauling any loads without proper authorization, it will be grounds for immediate termination of contract. 	As required.		
<p><u>Repair and Maintenance</u></p> <ul style="list-style-type: none"> ▪ Help the mechanics in identifying mechanical faults on assigned trucks, perform minor repairs/tasks, such as tyre changing, greasing and tightening of body fasteners after every trip. 	As required.		
<ul style="list-style-type: none"> ▪ Follow up with the mechanics and make sure that any truck/vehicle service is done correctly and keep records of service mileage and other jobs done on the vehicle and report any other abnormalities to supervisor. 	As required		
<ul style="list-style-type: none"> ▪ Follow up with the mechanics and make sure that any truck/vehicle service is done correctly and keep records of service mileage and other jobs done on the vehicle and report any other abnormalities to supervisor. 	Truck is in good working condition.		
<ul style="list-style-type: none"> ▪ Update the spare part list and the logs, to ensure the records are updated on regular basis. 	Records are complete.		

<p><u>Reporting:</u></p> <ul style="list-style-type: none"> ▪ Accurately fill-in logbook/trip sheet of the assigned truck and have it certified by the Logistics Manager. 	As required.		
<ul style="list-style-type: none"> ▪ To make sure that fuel receipts and trip records are captured in the fleet management system (FMS) and keep records of the receipts. 	Records are complete		
<p><u>Safety:</u></p> <ul style="list-style-type: none"> ▪ Maintain safety procedures and ensure security of personnel & cargo while driving UNIDO's truck at all times. 	Continuous		
<ul style="list-style-type: none"> ▪ Conduct research of current road and weather conditions before upcoming mission travels in the country and inform the project team accordingly. 	As required.		
<ul style="list-style-type: none"> ▪ Ensure that instructions are followed correctly, that goods carried on the assigned truck are delivered safely to the destinations and that the truck is returned in good working condition. 	At all times.		
<p><u>Other:</u></p> <ul style="list-style-type: none"> ▪ Performs other ad-hoc duties required by the project including any clerical duties necessary. 	As required.		

MINIMUM ORGANIZATIONAL REQUIREMENTS

Education:

- Completed secondary education.

Technical and Functional Experience:

- Minimum 4 years of driving experience with a clean driving record.
- Experience driving trucks or operation of heavy equipment is required.
- Holds a valid driver's license
- Experience with off-road driving
- Experience with loading and rigging
- Experience with the UN system or international organization will be considered an advantage
- Experience with off-road driving is necessary

Languages:

- Fluency in both written and spoken English is required.

REQUIRED COMPETENCIES

Core values:

- Integrity
- Professionalism
- Respect for diversity
- Adaptability and flexibility
- Resilience

Core competencies:

- Results orientation and accountability
- Planning and organizing
- Communication and trust
- Team orientation
- Client orientation
- Organizational development and innovation

HOW TO APPLY

Interested applicants are requested to send application letter with detailed CV to youthrising@unido.org. In the application letter, please indicate whether you are applying for which position through mentioning the vacancy title.

Applicants must register their profile online in the UNIDO portal (go to <http://www.unido.org/employment.html>, then click on “Create candidate Profile”, and follow the easy step-by-step procedures).