



UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

I. Position Information

Job Code Title: Admin Assistant/Driver
Position Number:
Department: UNDSS-Libya
Reports to: Security Advisor
Reports:
Position Status: *non-Rotational*

Current Grade: GS-4
Approved Grade: GS-4
Position Classified by: DSS-New York
Classification Approved by: DSS New York and the SA.

II. Organizational Context

Under the direct supervision of the security advisor, the Clerk/Driver ensures effective and efficient functioning of the Security Advisor's office, full confidentiality in all aspects of assignment, maintenance and protocol procedures, management of information flow and follow-up on deadlines and commitments made. He/she must realize that this a security post and their availability for emergency or urgent work outside normal working hours is a pre-requisite. He/she must be on call 24 hours a day, each day of the year.

III. Functions / Key Results Expected

Summary of key functions:

- Act as the point of contact between UNDSS and UN agencies in Libya for administrative issues.
- Responsible for UNDSS logistic services to ensure office smooth running on daily basis.
- Implementation of the filing system.
- Assist in updating data and Inventory lists.
- Responsible for the maintenance and service of the DSS vehicle as instructed by the SA.

Ensures Implementation of the filing system:

1. Prepare file jackets, cross-reference sheets, cards and other filing aids;
2. Receive correspondence, forms etc., for inclusion in the official files;
3. Be responsible for maintaining a functioning charge out system of admin files;
4. Hand carry files as required and if required deliver them by office car to UN agencies;
5. Duplicate/photocopy materials needed for the files;
6. Prepare closed files for the archives and maintain appropriate records for retrieval;
7. Assist the SA and the LSA with filing work and photocopying of correspondence.
8. Maintains reference filing system on DSS administrative and security related subjects.

Ensures assistance to the SA and the LSA for updating staff and inventory lists:

1. Updates staff, phones, vehicular and numerous other types of lists.
2. Produces quarterly updates of the Emergency telephone cards.
3. Assists the SA and the LSA with the DSS inventory lists and key control.

Ensures the process of maintenance of goods and communications devices and assists in logistics in DSS office

1. Assist the SA with maintaining all communications and technical equipment of the DSS office.

2. Responsible for assistance in maintenance of office goods.
3. Assists in the logistics arrangements and set up of internal and external meetings and conferences.
4. Meet/assist with luggage and passport control as well as transport to and from airport as instructed.
5. Manages preventive and regular vehicular maintenance schedules and repairs as needed etc.

Assisting DSS staff and their VIP's with transportations:

1. Drives office cars, as per UN standards/requirements/and as defined by the SA, for different purposes as instructed by the SA.
2. Meet/assist with luggage and passport control as well as transport to and from airport as instructed.

IV. Impact of Results

The key results have an overall efficiency of the UNDSS office, accurate filing and organizing of information strengthens and promotes the units efficiency. Forward-looking Clerk/driver has an impact on the office management, organized knowledge sharing system, lists updating, and maintenance of various technical and office goods.

V. Competencies

- Demonstrates commitment to UNDP's mission, vision and value
- Displays culture, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

Knowledge Management and Learning

- Shares knowledge and experience and provides helpful advice to others in the office.
- Assists in developing systems for structuring and providing access to information and knowledge, acts on learning plan and applies newly acquired skills.

Development and Operational Effectiveness

- Ability to perform a variety of standard, specialized and non-specialized tasks and work process that are fully documented, researched, recorded and reported.
- Ability to work of confidential nature and handle large volume of work
- Good knowledge of admin/driving rules and regulations
- Ability to provide support services
- Good knowledge of various machinery operating systems
- Some experience in client support, such as handling VIP visits

Leadership and self management

- Focuses on result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm. In control and good humored even under pressure

VI. Recruitment Qualifications

Education:	Secondary education, tertiary is preferred. Knowledge of administrative clerical duties and filing, good knowledge of English and use of Computer MS Office applications. Basic IT knowledge of networks and computer set ups are an advantage.
Experience:	<ol style="list-style-type: none"> 1. Proven experience and track record in professional driving; 2. Three to four years of relevant experience in one or more

	of the following fields: administration, book keeping, IT and telecommunications equipment, MS office knowledge. Referable of maintaining a first degree driving license.	
Language Requirements:	Fluency in English and Arabic: Oral, read and written.	
VII. Signatures- Post Description Certification		
Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Supervisor		
Name / Title	Signature	Date
Chief Division/Section		
Name / Title	Signature	Date