

TERMS OF REFERENCE FOR DRIVER

A. INTRODUCTION

1. Project number: P159215	2. Organization name: Ministry of Labor and Social Protection
3. Project name: Mongolia Employment Support Project	3.1. Position: Driver
4. Title of the position to Directly Supervise this position: Project Coordinator	
5. Project Background: The development of Employment Support Project for Mongolia is to provide jobseekers and micro-entrepreneurs in Mongolia with improved access to labor market opportunities. The project consists of three components. Component 1 supports a comprehensive realignment of the current public employment service system to serve greater numbers of employers and jobseekers in a more client-driven service, with greater collaboration with private intermediation services. Component 2 strengthens the design, relevance, and demand orientation of select active labor market programs. Component 3 improves the quality of and access to labor market reporting and analysis to help institutional and non-institutional clients make more informed decisions and provides support for strengthening M&E and project management.	

B. FUNCTIONS

Key duties of this position:	The Driver will be responsible for safely transporting the PIU staff and other authorized personnel for the purposes of the MESP.
Responsibilities to be Performed:	
<ul style="list-style-type: none"> - Driving project vehicles for the transport of authorized personnel; - Collecting and delivering mail, documents, and other items; - Ensuring that vehicle comply with security standard at-all-times and following all regulations in relation to the project management of MESP; - Taking care of the day-to-day maintenance of assigned vehicles, check oil, water, battery and brakes etc; - Regularly logging official trips, daily mileage, gas consumption, oil changes and greasing; - Providing basic administrative support to the PIU; - Other relevant tasks as assigned by the Project Coordinator. 	

C. REQUIREMENTS

Education	<ul style="list-style-type: none"> ▪ Minimum high school certificate. ▪ Valid Driver's License and ▪ Training in Mechanics will be an advantage.
Work Experience	<ul style="list-style-type: none"> ▪ At least 5 years working experience as a driver for a company or public service agency ▪ at least 5 year history of clean/safe driving;
Language skills	Basic English skills would be advantage.

Other	<ul style="list-style-type: none">▪ Able to work under minimal supervision and be proactive and initiative.▪ Integrity, flexible approaches to work with enthusiasm, commitment and energy.▪ The ability to work in a multi-cultural environment.▪ Good organization and planning skills.▪ Effective time management skills.▪ Excellent interpersonal skills.▪ Good communication skills.▪ Ability to perform multiple tasks and work under pressure.
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D. CONTRACT DURATION

The initial duration of the consultancy service rendered is **12 months** with a probationary period of **3 months**. Contract is extendable on annual basis subject to satisfactory performance.

Reviewed by:

**Ts.Amartugs, Director of EPECD, MLSP
Project Director of MESP**