

## TERMS OF REFERENCE

### A. INTRODUCTION

1. Project number: <b>P174116</b>	2. Organization name: <b>Ministry of Family, Labor and Social Protection</b>
3. Project name: <b>Mongolia Emergency Relief and Employment Support Project</b>	3.1. Position: <b>Driver</b>
4. Title of the position reports to: <b>Project Coordinator</b>	
5. Project Background: The Mongolia Emergency Relief and Employment Support Project (MERESP) aims to provide job seekers and micro-entrepreneurs in Mongolia with improved access to labor market opportunities and temporary relief to eligible workers in response to the COVID-19 crisis. The project consists of four components. Component 1 supports a comprehensive realignment of the current public employment service system to serve more employers and job seekers in a more client-driven service, with greater collaboration with private intermediation services. Component 2 strengthens select active labor market programs' design, relevance, and demand orientation. 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 supports strengthening M&E and project management. Component 4 provides temporary support to the social insurance scheme.	

### B. FUNCTIONS

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

### C. REQUIREMENTS

Education:	<ul style="list-style-type: none"> <li>- Minimum high school certificate.</li> <li>- Valid Driver's License and</li> <li>- Training in Mechanics will be an advantage.</li> </ul>
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Work Experience:	<ul style="list-style-type: none"> <li>- At least 5 years of working experience as a driver for a company or public service agency</li> <li>- at least a 5-year history of clean/safe driving;</li> </ul>
Language skills:	Basic English skills would be an advantage.
Other:	<ul style="list-style-type: none"> <li>- Able to work under minimal supervision and be proactive and initiative.</li> <li>- Integrity, and flexible approaches to work with enthusiasm, commitment, and energy.</li> <li>- The ability to work in a multi-cultural environment.</li> <li>- Good organization and planning skills.</li> <li>- Effective time management skills.</li> <li>- Excellent interpersonal skills.</li> <li>- Good communication skills.</li> <li>- Ability to perform multiple tasks and work under pressure.</li> </ul>

#### D. CONTRACT DURATION

The initial duration of the consultancy service rendered will be **12 months** with a probationary period of **3 months**. The contract will be extendable on subject to satisfactory performance.