**TERMS OF REFERENCE**

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| **Position Title**: | **Project Implementation Support Staff- Driver** |
| **Accountable to**: | Project Manager |
| **Type of Appointment** | Individual Driver |
| **Reference No** | **GFRS/ICT/ 2018-19/C28** |
| **Duration** | 1 year |
| **Duty Station** | Mogadishu |

1. **Context:**

The ICT Sector Unit of the World Bank Group is working with the Ministry of Posts and Telecommunications (MPTT) and the Ministry of Finance of the Federal Government of Somalia to provide a program of ICT Sector Support, 2014-2018. The Federal Government of Somalia is the Recipient of the ICT Sector Support in Somalia program endorsed by the Somalia Development and Reconstruction Facility (SDRF) and funded under the Somalia Multi-Partner Fund (MPF) administered by the World Bank.

Under the second phase of the program, the Federal Government of Somalia in conjunction with the Ministry of Finance and The Ministry of Posts and Telecommunication is seeking to employ an individual for the post of **Driver** for the Project Implementation Unit (PIU). The Driver will be under the supervision of the Project Manager.

**Background**

The project development objective is ***“to contribute towards the process of developing a regulatory framework for the telecommunications sector and building an ICT infrastructure in Somalia”.*** The second phase of the project has three components:

1. Enabling Environment, focusing on supporting the regulatory and governance framework for the sector, following the anticipated passage of the new Communications Law. This will provide for ongoing support to the Ministry and new regulator and will facilitate a new activity on support for the implementation of an effective mobile-money framework.
2. Efficiency and equity in access to connectivity, which will support:
3. The establishment of a framework for SIM card registration;
4. The establishment of communications rooms in key ministries across different economic zones, including Puntland;
5. Supporting the Somali Research and Education Network (SomaliREN), including through provision of advance purchase of internet bandwidth and capacity-building
6. Support and Capacity-Building for the Project Implementation Unit within the MPTT, and a Project Coordination Unit for local implementation in Puntland.
7. **Overall Objective:**

The Employee serves as the driver of ICT Sector Support Somalia with the responsibility for Driving.

The driver shall report to the Project Manager.

1. **Tasks:**

The driver will carry out the following tasks:

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| **Driving and Chauffeuring** |
| * Drive office vehicles safely and chauffeur office staff, official visitors and guests to official destinations |
| * Takes careful note of all available information concerning street conditions, effective routes and locations |
| * Assists in the transport of goods |
| **Maintenance of Cars** |
| * Regularly cleans the inside and outside of the project vehicle |
| * Checks oil, water, brake and clutch fluids on a daily basis; tyre pressures, battery water, and overall vehicle condition on a monthly basis or after 5000 km whichever comes earlier; tests lights, brakes, bodywork for dents, etc. |
| * Is responsible for project vehicle documents and its care, keeps vehicle logbook on a daily basis and registers each monthly check |
| * Calculates the petrol/diesel, oil, and lubricant (POL) use on a monthly basis, is responsible for a special petty cash for POL and submits vouchers to accounting on a monthly basis |
| * Reports the need for maintenance and undertakes minor repairs |
| * Immediately reports any involvement of the project vehicle in any, even minor accidents, or any damage or theft of equipment from the vehicle |
| **General Services** |
| * Serves all passengers in a friendly manner |
| * Runs errands for the project, e.g. delivery of letters/messages, payment of bills, and makes minor purchases of office supplies |
| * Accomplishes the “Trip Record Book” correctly and accurately |
| * Does not use the car for his/her own private purposes at any time without prior permission from the Project Management Such misuse of the vehicle is considered a serious misconduct, and will immediately lead to a warning and may result in dismissal |
| **Other Duties/Additional Tasks** |
| * If there is no outside driving activity, he/she stands by in the office, supports other colleagues in case of need, and does other office work as assigned |
| * Reports any incident whilst off duty that may affect his/her driving license entitlement, as well as any newly known health problems that may affect his/her ability to drive |
| * Assists in and/or carries out other activities and any tasks as assigned |
| * Undertakes orientation to rules, policies and standards (with relevance to the job responsibility), if required. |
| * Running of official errands and assisting with other office services |

1. **Duration of the Assignment:**

The offer is 1 year contract, subject to review after the first year, with possibility of extension dependent on performance and funds. The duty station is Mogadishu, Somalia, but some travel to the different economic zones of Somalia will be expected.

1. **Reporting:**

The Driver will report to the Project Manager. He/ She will work closely with PIU Drivers.

1. **Qualifications, Experience and knowledge:**

* Has a valid Driving License
* Good knowledge of driving.
* Three years’ of experience as driver for the Public Sector
* Good knowledge and skills for vehicles and their maintenance