



## Terms of Reference Programme Driver

<b>Location :</b>	Vientiane Capital, Lao PDR with frequent and prolonged field trips to remote districts
<b>Type of Contract :</b>	Project Position
<b>Post Level :</b>	
<b>Languages Required :</b>	English, Lao
<b>Starting Date :</b>	March 2011
<b>Duration of Initial Contract :</b>	One year with possibility of extension subject to satisfactory performance
<b>Expected duration:</b>	4 years

### Background – Community Participation and Communication Support Programme

The CPCSP is a four-year programme [2011-2014] aiming to advance civil society through community media in Lao PDR. Since 2006, UNDP has been working in partnership with the Ministry of Information and Culture to pilot community radio in Khoun District, Xiengkhouang. In 2007, the first station operated by community volunteers was launched. In line with the Government's plan to expand community radio to the 47 poorest districts of the country, UNDP will support the scaling up of community radios and help develop local capacity to sustain them in the longer term. In addition, the programme will help community radio to further develop institutionally. The programme will seek to identify lessons, take stock of best practices and contribute to an enabling environment for bottom-up communication, access to information and greater inclusiveness.

The programme is seeking a qualified **Programme Driver** who can provide significant support to the Programme Office based in Ministry of Information and Culture in Vientiane during the course of the programme implementation.

#### Project Outputs:

Output 1	<b>'Scaling-up' – Community media scaled up to poor and under-served districts</b>
Output 2	<b>'Capacity for sustainability' – Local organizations and companies have the knowledge and competence to scale up and sustain community media</b>
Output 3	<b>'Learning and Advocacy' – Lessons learned will be used to inform policy-makers and contribute to an enabling environment for media, access to information and indigenous rights</b>

### Duties and Responsibilities

**Programme Driver** will be contracted to serve as a driver, and to conduct some technical officer duties on request for the CPCSP daily activities. S/he is expected to work closely with the programme's staff to assist them as required in terms of driving, technical and office administrative tasks.

#### Specific responsibilities:

- Drive office and mission staff both locally and nation-wide;
- Meet CPCSP officials at the airport and facilitate immigration and customs formalities;
- Log official trips, daily mileage, gas consumption, oil changes, lubrication, etc.
- Take charge of the day-to-day maintenance of assigned vehicle;
- Collect and deliver mail as required. Undertake clerical tasks as required, such as photocopying, processing forms and other general support to the administrative functions of the programme;
- Performing other relevant duties as required.

### Competencies

#### Interpersonal Skills:

- Maturity, gender-sensitivity and proven ability to work productively and respectfully with local communities from ethnic groups;
- Strong inter-personal skills and ability to work well with (ethnic) communities;



- High degree of self-motivation, ability to inspire and be inspired; willingness to undertake prolonged field trips to remote districts.

*Communication Skills:*

- Good communication skills in English (at least oral) and Lao language;
- Ethnic language skills are an advantage;

*Professional knowledge and experience*

- Secondary education;
- Valid driver's license;
- Knowledge of driving rules and regulations of Laos and Thailand;
- Minimum of 5 years work experience as a driver;
- Safe driving record;
- Knowledge of driving rules and regulations and skills in minor vehicle repair;
- Familiarity with office rules and procedures on the use of official vehicle;
- Familiarity with (community) media and sound technical skills are an advantage.
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Women and candidates from ethnic groups are strongly encouraged to apply!