JOB AD: (Senior) Driver – CCAMTAC

Institution:

The International Monetary Fund (IMF)'s new Regional Capacity Development Center for the Caucasus, Central Asia, and Mongolia (CCAMTAC) provides technical assistance, hands-on peer workshops and other capacity development services on fiscal, monetary, financial sector, general macroeconomic and statistics issues to nine countries in the region: Armenia, Azerbaijan, Georgia, Kazakhstan, the Kyrgyz Republic, Mongolia, Tajikistan, Turkmenistan, and Uzbekistan. CCAMTAC virtually opened in February 2021, the physical opening in Almaty is expected this year. The office is headed by the CCAMTAC Director and staffed with a group of Long-term advisors (LTXs), Administrators, and other staff. Support for its operations is provided by the host country, Kazakhstan, other member countries and a group of development partners.

(Senior) Driver: This is a contractual position up to June 2023, which is renewable in the case of strong performance and mutual interest. The position is aligned with the level of the UN (GS-2/GS-3). The (Senior) driver will report to the Director and Office Manager. The selected candidate will perform a wide variety of tasks, related to driving, transportation and a range of other office-related tasks. The following list of duties is illustrative of regular and recurring functions; however, the incumbent is expected to back up others and perform similar assigned work.

(i) Driving and transportation

- Serve as driver for the official business of the Director;
- Safely and securely drive all passengers to their destinations, including experts, other staff, official visitors, and seminar participants to and from the airport and inter-city. On rare occasions, for official visits driving may include travel to a neighboring country (e.g., Kyrgyz Republic);
- Drive on demand between CCAMTAC office and other points, with due regard to other traffic and time schedules, applying knowledge of traffic regulations and best routes; assist passengers boarding or leaving vehicle; and load and unload baggage, documents or goods.

(ii) Safety and Security

- Be familiar with local UN security regulations and check vehicle on a daily basis to ensure compliance with these regulations. Take due regard to traffic and other security regulations;
- Ensure IMF vehicle is maintained and kept clean. Make arrangements for maintenance of the assigned vehicle, i.e., oil check, water, battery, brakes, tires, etc., and minor repairs. Also arrange for other repairs and ensure that the vehicle is kept clean at all times;
- Keep a Log of official trips, daily mileage, gas consumption, oil changes, etc.;
- Ensure that the steps required by rules and regulations are taken in case of involvement in an accident.

(iii) Other tasks

- Make deliveries of parcels, documents, etc., between the office and other institutions;
- Make minor purchases and collect urgent purchases from local suppliers upon demand and may make or collect payment for goods;
- Assist supervisor in the registration of vehicles and obtaining licenses for expatriate staff;
- Perform other duties as required, e.g., reception, messenger services, photocopying.
**Job Qualifications:**

**Background:** Completion of secondary school education is highly desirable. A valid driver’s license and significant driving experience is a must.

**Main skills:** The (senior) driver is expected to have excellent driving skills, at least three to five years of driving experience with local and highway driving, preferably with a SUV. The (Senior) Driver will need to exercise appropriate discretion in dealing with sensitive material. She/he must be able to deal effectively and tactfully with state visitors at all levels. She/he should have good interpersonal skills and be very respectful. The (Senior) driver is expected to learn new office administrative tasks and must have occasionally the ability to work long hours and weekends.

**Language:** Good knowledge of Russian and some knowledge of Kazakh and English.

**Application procedure:**

Please send your expression of interest with a short curriculum vitae/job resume by e-mail to cc-ccamtac@imf.org no later than August 20.

Only short-listed candidates will be contacted