**UNFPAlogo**

**Terms of Reference**

**Programme Title:**  Operations Unit

**Post Title:** Fleet coordination/Dispatcher

**Post Level: Service Contract,** SB2/Q3

**Position number:**

**Duration of the service:** one yearwith possible extension

**Duty Station:** Kyiv

Full/part time: Full time

**The position:**

The Fleet coordination/Dispatcher works within the operations team. Internal contacts include the Operations Manager, Administrative Associate, Admin/Travel Clerk the CO’s administrative management team, drivers and the CO’s programme/ technical team, located in the main office and hubs, as well as external partners e.g. UNDP, other UN Agencies, Travel agents, embassies, etc.

**How you can make a difference:**

UNFPA, the United Nations Population Fund, is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person’s potential is fulfilled. The Fund operates globally since 1969 in more than 150 countries and territories. UNFPA focuses on women and young people, because these are the groups whose rights are often compromised. UNFPA has been active in Ukraine since 1997.

In accordance with the organisational mandate and national development priorities of Ukraine, UNFPA implements a country programme of technical assistance to Ukraine for 2018-2022. Among several priorities, the country programme seeks to contribute to the development of robust national system of response and prevention of domestic and gender-based violence (GBV), establish functional intersectoral coordination and accountability mechanisms and enhance institutional capacities at the national and regional levels to ensure that majority of gender-based violence survivors seek and have access to good quality survivor-centred services, and Ukrainian society finds GBV unacceptable.

Since the start of the large-scale military invasion of Russia to Ukraine in February 2022, UNFPA implements a comprehensive nationwide Humanitarian Response Plan to provide life-saving GBV and SRH services to women and girls across Ukraine.

Through its GBV Response and Prevention Programme, UNFPA contributes to improving safety and security of women and girls, and thus, their willingness to participate in community life, including in conflict-affected communities. Women’s engagement and empowerment in community dialogue, including in displacement, is essential for laying a strong foundation for recovery and sustainable peace and development.

UNFPA is seeking highly-motivated candidates that share our passion of making a sound contribution to creating a Ukrainian society free from domestic and gender-based violence. We need strong professionals who are innovative, committed to excellence and keen to transform, inspire and deliver high impact and sustained results.

**Job Purpose:**

Under the overall supervision of the UNFPA International Operations Manager and under direct supervision of the National Operations Manager the incumbent will provide administrative, financial, travel, and logistical support for the UNFPA country office and provincial offices, by adhering to UNFPA policy, standard rules, and regulations. The Fleet coordination/Dispatcher is located in Ukraine Country Offices (CO) and reports to the Operations Manager.

**Major Duties and Responsibilities:**

1. **Ensure timely and optimized provision of the fleet management at all UNFPA locations in Ukraine in accordance with UNFPA Vehicle management policy**

* Schedules vehicles and drivers to meet the authorized transport requests and prepares monthly driver schedules;
* Conducts route planning and reconnaissance, service timetabling and traffic surveys, acts as a team leader on road missions and ensures that all appropriate paperwork and clearances are completed before hand;
* Organizes all daily duties of drivers and vehicles according to the transportation slips and schedules them appropriately;
* Supervises and monitors all drivers in their daily duties via radio, mobile, etc.
* Prepare drivers’ attendance sheets for submission to Representative through Administrative Associate; hypothesis
* Coordinates the provision of ad-hoc transportation requirements including staff movement for duty purposes, as well as for authorized welfare/liberty use by staff. Ensures the constant availability of stand-by vehicles and drivers for emergency assignments;
* Monitor vehicle movements in accordance with Transport and Security directives, ensuring that no vehicle leave the compound without authorization;
* Prepare fuel consumption report and vehicles history records on monthly basis.
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* Check the vehicle log books on daily basis to ensure accuracy of date and complete

1. **Participate in Monitoring and Reporting activities**

* Gather and consolidate maintenance/service of the vehicles
* Submits for payment all vehicle related expenses as agreed and scheduled on a regular basis;
* Reconcile financial data for maintenance services and gasoline consumption payments with the workshops and fuel stations;

1. **Develop productive relationships with internal and external stakeholders**

* Establish robust links with UNFPA travelers/arrangers and externally with all relevant service providers;
* Train and assist staff members as required on travel policies/processes/systems/tools;
* Liaise with external providers to ensure timely and efficient delivery of services;

1. **Perform other travel-related support functions**

* Prepare requisitions via Quantum system for the purchase of essential supplies;
* Draft reports, cables and generate statistics, as required;
* Perform any other activity as required in order to assure the success of the work team in support of the UNFPA mandate and strategy.

**Qualifications and Experience:**

* Minimum of 3 years of relevant work experience either as a Dispatcher, or as Engineer/Mechanics or in administrative support roles, involving a keen focus on details, technical knowledge of vehicles; a sense of urgency, problem-solving, and the use of independent judgment to resolve issues.
* Demonstrated proficiency in organizational abilities, coupled with the capacity to effectively engage with both national and international personnel.
* Extensive knowledge of the geography of Ukraine and surrounding operational areas.
* Exceptional written and verbal communication skills.
* Excellent driving skills (driving license cat. B/C).
* Robust technological aptitude, including proficiency with Microsoft Office, particularly Excel; familiarity with routing or dispatching systems is advantageous.
* Proven ability to manage multiple tasks and swiftly convert information into actionable steps to ensure seamless program operations.
* Swift and accurate typing skills, complemented by proficiency in data entry.
* Familiarity with emergency protocols and procedures.
* Sound judgment and sharp critical thinking skills.
* Work experience in (I)NGO, UN is desirable, but not mandatory

**Education:**

Completion of secondary school education; college education highly desirable

**Languages:**

Fluency in English, Ukrainian.

**Required Competencies:**

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| **Values:**   * Exemplifying integrity * Demonstrating commitment to UNFPA and the UN system * Embracing cultural diversity * Embracing change | **Functional Competencies:**   * Advocacy/ Advancing a policy-oriented agenda * Leveraging the resources of national governments and partners/ building strategic alliances and partnerships * Delivering results-based programmes * Internal and external communication and advocacy for results mobilisation |
| **Core Competencies:**   * Achieving results * Being accountable * Developing and applying professional expertise/business acumen * Thinking analytically and strategically * Working in teams/managing ourselves and our relationships   Communicating for impact | |

Incumbent’s Name & Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Immediate Supervisor’s Name & Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Head’s of Office Name & Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_