



REGIONAL OFFICE IN RIYADH

INTERNATIONAL MONETARY FUND TERMS OF REFERENCE

Position Title: Driver

Location: IMF Office, Riyadh, Saudi Arabia

Reports to: Director/Office Manager

Grade: GS-2

1) Duties and Responsibilities:

(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;
- Drive on demand between the 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 on a daily basis. Make arrangements for maintenance of the assigned vehicle, i.e., oil check, water, battery, brakes, tires, etc., and minor repairs
- Make sure that the vehicle is duly equipped with the basic safety implements such as: fire extinguisher, spare wheel, safety belts, and jack & tools.
- 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.

*Note: This list of duties is illustrative of regular and recurring functions, however, the driver is expected to back up others and perform similar assigned work.

Results Expected: To safely and securely deliver passengers to/from their destinations and ensure IMF vehicles are maintained and kept clean.

2) Skills and Qualifications:

Education:

- Completion secondary school education is highly desirable. A valid driver's license and significant driving experience is a must. Knowledge of driving rules and regulations.

Experience:

- The 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.

Skills:

- Awareness of defensive and evasive driving. The 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 driver is expected to learn new office administrative tasks and must have occasionally the ability to work long hours and weekends.

Language Requirements:

- Proficiency in both Arabic and English (written and spoken).

Deadline for applying is August 2, 2024

Please send resume and a cover letter to IMFROR@imf.org

(Please state in the subject of the email: Job Application to Driver)

Only shortlisted candidates will be contacted for an interview.