JOB DESCRIPTION

DRIVER

1 Department / Project(s)
Finance & Administration Department

2 Workplace
Kathmandu

3 Reports to / Level
Assistant Logistic Officer

4 Supervises
None

5 Authorized Equipment

6 Job Summary
The driver is responsible to provide safe driving to the Country Office staff as well as field staff when required to undertake official functions.

7 Required Competencies

7.1 Knowledge
- Class 10 or equivalent
- Good driving knowledge

7.2 Skills
- Basic coordination and communication skills
- Basic on written and spoken English and Nepali
- Record keeping skill
- Able to drive light and heavy four-wheeler with valid driving license.

7.3 Attitudes
- Good listener
- Commitment to constant improvement
- Cooperative
- Positive
8 Responsibilities and Expected Outcomes

8.1 Vehicle Management/ Driving

- Maintain up to date record of vehicle maintenance and operation
- Assist on preparing vehicle operation and maintenance report
- Assist on preparing staff pick up and drop off schedule
- Assist on maintenance of vehicle and purchases of spare parts
- Report any vehicle malfunctioning, damage, accident, etc report to supervisor immediately
- Ensure vehicle security by safe parking
- Carry out the daily staff picking up and drop off as required
- Drive staff to field as required
- Ensure safe driving.

8.2 Coordination & Communication

- Frequent coordination with supervisor for day to day task.
- Coordinate with supervisor for maintenance of vehicles.
- Update supervisor on security situation of the city and provides advises for the safety of staff.

8.3 Office Support/ Secretarial Services

- Act as messenger for deliver/collect mails from post office or couriers or customs or to and from different entity within Kathmandu valley.
- Assist in support activities in absence of office assistant and/or when required.

8.4 Work Health, Security and Safety (WHSS)

- Carrying out their duties in a manner which does not adversely affect their own health, security, and safety or that of others.
- Cooperating with measures introduced in the interests of work health, security, and safety.
- Undertaking relevant training provided in relation to WHSS.
- Immediately reporting all matters which may affect workplace health, security, and safety to their supervisor.
- Correctly using any information, training, personal protective equipment, and safety devices provided.
- Refraining from intentionally misusing or recklessly interfering with anything that has been provided for health, security, and safety reasons.
- Undertaking only those tasks for which they have authorization and/or the necessary training, and for which all necessary safety arrangements are in place; and
- Cooperating with arrangements made to assist the return-to-work of ill or injured employees.

8.5 Others

- Any other duties assigned by the Supervisor.