



TERMS OF REFERENCE
MEDIUM & LIGHT VEHICLE DRIVER

1. POSITION DETAILS

Title:	Medium cum Light Vehicle Driver
Contract Period:	Permanent, with probation period of 6 months from the date of employment.
Supervisor:	Finance & Administration Officer
Placement:	Lhak-sam Secretariat office, Thimphu, Bhutan
Working Hours	Monday to Friday (9 Am- 5 Pm) in Summer and (9 Am- 4 Pm) in winter
Pay Scale	As per o1 level, Royal Govt. of Bhutan.
Maximum Age Limit	25-45 Years of Age.
Date of recruitment	Immediate recruitment
Organization	Lhak-Sam (BNP+)

2. JOB OVERVIEW.

To provide secure and timely driving services to transport Staffs and beneficiaries at Lhak-Sam. Perform daily banking requirement (deposits, withdrawal, availing bank statements etc), assist with General Administrative work (Receptionist, Dispatcher, Messenger, collecting bills and occasional handyman jobs) and any other tasks required by Head of Administration or his/her substitutes.

3. FUNCTIONS

3.1 Summary of Key Functions:

- 3.1.1. The employee serves as a Driver of the Office with responsibility for assuring fulfilment of the needs for transportation.
- 3.1.2. Carries out driving duties as instructed by the office. No service vehicle will be driven unless authorized by the supervising personnel.

4. RESPONSIBILITIES



- 4.1.1. Ensure all the vehicle documents are up to date (Blue Book, Log Book).
- 4.1.2. Maintains the relevant forms (Vehicle movement order and Vehicle Fuel Form), assigned to the official vehicle and to submit them to the Finance Department at the end of each month.
- 4.1.3. Ensures that the vehicle allocated is checked on a daily basis, at all times, concerning fuel, water, oil and other fluids, tyre pressure and any damage/ repair requirements (which are to be reported to the office for verification and approval).
- 4.1.4. Suggests and reports on appropriate services or repairs. - Ensures that all equipment and accessories and in good order. - Ensures that allocated vehicles are kept clean and the interiors tidy.
- 4.1.5. All loading and unloading of goods into the vehicle and ensures their security and condition. Maintaining office storage facility/garage (ensuring it is clean, secure, dry and orderly tidy).
- 4.1.6. Reports any accident or driving incident, even minor, to the Finance Department as quickly as possible and completes necessary reports.
- 4.1.7. Obeys all road traffic rules and regulations as per the Road Safety and Transport Authority (RSTA), including the wearing of seat belts.
- 4.1.8. Pick up and drop Lhak-Sam Staffs and Official guests to and from the Airport, facilitate immigration and customs formalities as and when required.
- 4.1.9. Collect and deliver receipts, mails, documents, and other items from various offices.

5. DUTIES.

- 5.1.1. The driver must ensure that he is in possession of a driving license when on driving duties. The payment of speeding, parking and other road traffic offence fines is the driver's responsibility.
- 5.1.2. Ensure that the assigned vehicle is kept neat and clean (interior and exterior) all the time.
- 5.1.3. The driver should note that when he is personally responsible for an accident, a sanction could be imposed. - Assists the Office with clerical/administrative duties as required; however, driving duties or tasks take priority.
- 5.1.4. Carries out any delivery or collection duties as may be necessary (letters, cheques, visas, minor procurements, etc).



- 5.1.5. Supervises minor maintenance jobs carried out at the office by external parties (electricians, painters, plumbers).
- 5.1.6. The driver should make sure that fulfilment of his tasks is carried out with full care preserving the confidentiality of all matters related to office task & operations and Members of Lhak-Sam.
- 5.1.7. Carries out any other duties that may reasonably or exceptionally be required to ensure the smooth operation of work and optimize the functioning of the office.
- 5.1.8. Be able to fix the vehicles for minor damages;
- 5.1.9. Must be Willing to work long and irregular hours (beyond work hours), shift duty and on public holidays as required.

6. **DISQUALIFICATION:**

Any applicant will be disqualified if she/he:

- 6.1. Has been terminated from Public Services;
- 6.2. Has been removed from any Office on the ground of any misconduct or mismanagement in the administration of any Civil Society Organizations or other Corporate bodies;
- 6.3. Has been convicted for any criminal offense and sentenced to imprisonment;
- 6.4. Has been found to be in arrears of taxes or other dues to the Government for a substantial period and insubstantial amount; and, Is disqualified under any Law.
- 6.5. Consumption of Alcohol and substance abuse in the working hours is strictly prohibited.

Further, the employee shall cease to hold his position in the office, if he/ She:

- 6.6. abuses his/her Office;
- 6.7. ceases to fulfill the qualifications based on which he/she was appointed;
- 6.8. resigns from the post with a notice in writing to the office; and,
- 6.9. is absent from the office without a prior approved leave,

7. **PERSONAL QUALITIES:**



- 7.1. Excellent driving skills.
- 7.2. Knowledge Understanding of RSTA Rules and regulations.
- 7.3. Good knowledge about car mechanics.
- 7.4. Knowledge on operation and maintenance of the office equipment.
- 7.5. Effective team work and interpersonal skills.
- 7.6. Good communication skills.
- 7.7. Working Knowledge about ICT, basics of Microsoft office.
- 7.8. Experience with driving to remote locations on project field trips and driving off the road in difficult conditions.
- 7.9. Being well-organized and systematic.
- 7.10. Careful, accountable, responsible and punctual
- 7.11. A team player – personable, caring, helpful, reliable and diplomatic
- 7.12. Good personal grooming & personal presentation

8. RECRUITMENT QUALIFICATION

Education	A minimum of class X pass out.
Experience	Should have minimum of 10 years of driving experience in medium and Light vehicles.
	Should have Minimum 5 years' of Driving Experience, Preference will be given to those having both medium and light vehicle driving license holders.
Language requirements	Preferred to be having basic knowledge in verbal communication skills in English and Dzongkha and other major languages in Bhutan.

9. REQUIRED DOCUMENTS :



LHAK-SAM (Altruism)

Bhutan Network of People Living with HIV/AIDS (BNP+)



All Applicants are required to produce a copy of the following documents during the application and original copies if shortlisted for interview:

- 8.1. A detailed and updated Curriculum Vitae/Resume.
- 8.2. Job Application Form with recent Passport Sized Photograph.
- 8.3. Valid No objection certificate from the Royal Bhutan Police.
- 8.4. Citizenship Identity Card.
- 8.5. Valid Medical Fitness certificate.
- 8.6. No objection certificate from Present employer (if employed).
- 8.7. Valid vehicle license.

10. CRITERIA FOR SELCTION (Assessment Template)

% allocation in each category	Documents	Job Experience	Interview (Aptitude / Knowledge)	Presentation
Score points	20%	20%	40%	20%