

Terms of Reference, Driver

1. Overview:

Position	:	Driver
No. of vacancies	:	1
Employment type	:	1 year contract (Renewal based on the performance)
Grade	:	GSC1

2. Summary

Under the direct supervision of the Head, Human Resource & Administration Division, the Driver will be responsible for the duties highlighted in the key responsibilities

2.1 Key responsibilities

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- Drive office vehicles for the transport of authorized personnel.
 - Meet officials at the airport and facilitate immigration and customs formalities as and when required.
 - Collect and deliver cheque, invoice, mails, documents, and other items.
 - Take care of the day to day maintenance of assigned vehicles, check oil, water, battery and brakes.
 - Ensure that the assigned vehicle is kept neat and clean (interior and exterior) all the time.
 - Log official trips, daily mileage, fuel consumption, oil changes and greasing.
 - Follow all rules and regulations in relation to the Road Safety Transport Authority.
 - Perform other duties as assigned by the Supervisor
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5. Qualification & Skills

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- Minimum of Class 8 Passed
 - Having valid driving license with minimum of 5 years of driving experience.
 - Able to work under minimal supervision and be proactive and initiative.

6. Salary & Others Benefits

Basic pay:	Nu. 10, 525/
Contract Allowance	30% of the basic pay
Communication	Nu. 500 Per Month

Other benefits shall be as per the Company Service Rules and Regulations.

7. Mandatory documents (required to submit along with application)

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1. A valid Citizenship Identity Card.
 2. A valid Security clearance.
 3. A valid Medical Fitness Certificate
 4. A valid Driving license
 5. Any other certificate relevant to the works