



## Driver

- **Vacancy for:** 1
- **Posted on:** May 16, 2018
- **Deadline:** May 25, 2018, 5 p.m.

**LEVEL:** 6

**TEAM/PROGRAMME:** POD

**LOCATION:** M&FWFO, Nepalgunj

**CONTRACT LENGTH:** Fixed-term until December 2018

### **CHILD SAFEGUARDING:**

**Level 3:** the post holder will have contact with children and/or young people either frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.

### **ROLE PURPOSE:**

Save the Children is the leading independent organization for children. We save children's lives; we fight for their rights; we help them fulfil their potential. We work together, with our partners from civil societies and government, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives. We reached approximately three million populations and invested over 50-60 million US dollars in 2017 to reach more children than ever before, through programmes in Health, Nutrition, Education, Protection and Child Rights and Governance, Livelihood, HIV and AIDS, and Humanitarian crises including Earthquake response.

The purpose of the post is to provide reliable and courteous transportation service to the staffs with safety as to top priority, to operate and maintain assigned vehicles and to maintain vehicle and customer records. The post holder is required to make judgments as to the safety of road conditions, both in relation to weather and human factors as well as ensuring the vehicles are adequately maintained and driven with maximum safety. Besides these, the post holder also has to maintain the bill book, tax and fuel records, as well as record the time of the departure and arrival of the vehicle visits to and from Field Office.

### **KEY AREAS OF ACCOUNTABILITY:**

#### **Core Responsibilities:**

- Ensure that the vehicles are operated and maintained focusing on passenger and equipment safety and passengers are treated with courtesy
- Perform daily pre-trip and post-trip vehicle inspections.
- Ensure that the vehicles are running efficiently in terms of fuel consumption and report any significant problems to the Logistics and Procurement Office through Admin. Officer
- Check that the assigned vehicle(s) are cleaned inside and outside
- Be responsible for ensuring that the registration of the vehicle is up to date and taxes paid and inform if action is required to relevant team members
- Ensure that the vehicle records are maintained properly and complete the vehicle log sheets and ensure that all vehicles usage is appropriately authorized
- Timely prepare the accident and incident reports in coordination with the respective drivers and submit to Admin. Officer
- Providing safety briefing to passengers and ensure that all passengers use safety equipment supplied (safety belts)
- As per priorities and requirements of organization and as authority delegated by Line Manager

#### **Occasional Significant Duties:**

- Work as team member in an emergency situation
- Carry out other duties when required and requested by the supervisor

### **SKILLS AND BEHAVIOURS (our Values in Practice)**

**Accountability:**

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved

**Ambition:**

- Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages others to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically.

**Collaboration:**

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to

**Creativity:**

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

**Integrity:**

- Honest, encourages openness and transparency

**QUALIFICATION AND EXPERIENCE**

- SLC with a valid driving license (4 wheeler), preferably of "Category F
- 3 years' driving experience in long distance route of hilly and remote areas
- Good eye vision and sound health

**Skills**

- Good interpersonal communication skills
- Coordination and collaboration skills
- Proficiency in reading and writing in Nepali
- Ability to handle under pressure and under difficult circumstances
- Ability to understand, write and speak basic English (Preferred)
- Basic computer skills (Preferred)

**Applying Procedure**

**Note:** Interested Candidates must submit Application Letter, CV, Citizenship, Slc mark sheet, Driving license (4 wheeler) and Eye checkup certificate via email to [savethechildren@merojob.com](mailto:savethechildren@merojob.com) in case of online submission and for hard-copies Real Solutions Pvt. Ld, Ganapati Bhawan, 3rd Floor Minbhawan, Baneswor P.O. Box No. 13845. Kindly mention your Permanent Address, Driving License number and License category in your CV. Failure to submit the above mentioned documents will automatically lead to disqualification.

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