



## Drivers

- **Vacancy for:** 2
- **Posted on:** July 23, 2018
- **Deadline:** Aug. 3, 2018, 5 p.m.

**Duty Station:** Kathmandu, Nepal (with extensive travel in Nepal)

**LOE:** Full time

**Start Date:** September 2018

### Background and Objectives:

Louis Berger seeks Drivers (2 Positions) for a programme that will work with both the public and private sector to improve the provision of skills development programmes in Nepal. The programme will enhance the ability of Nepalese workforce to find better jobs domestically and internationally with a focus on the following key sectors: ICT, Hospitality/Tourism, Agriculture, Light Industry, Construction, Hydro-Power.

### Role:

Under the direct supervision of the Administration and Finance Manager, the Driver(s) will be responsible for the following duties:

### Key Tasks:

#### The key responsibilities of the Driver(s):

- Drive office vehicles for the transport of authorized personnel of the programme
- Meet officials at the airport and facilitate immigration and customs formalities as required
- Collect and deliver mail, documents, and other items
- Ensure that all vehicles comply with the Minimum Operating Security Standards
- Take care of the day to day maintenance of assigned vehicles, check oil, water, battery and brakes
- Log official trips, daily mileage, gas consumption, oil changes and greasing
- Perform other related duties as required

### Reporting:

- Candidate will report to the Administration and Finance Manager

### Minimum Qualifications

- Able to work under minimal supervision and be proactive and initiative
- Integrity, flexible approaches to work coupled with enthusiasm, commitment and energy
- Ability to work in a multi-cultural and multi-national environment
- Good organization and planning skills
- Effective time management skills
- Excellent interpersonal skills
- Ability to work in a team
- Good communication skills

### Applying Procedure

Interested applicants are requested to send their CVs and a cover letter to [SEP\\_Recruitment@louisberger.com](mailto:SEP_Recruitment@louisberger.com) by **COB, Friday, August 03, 2018.**

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