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| **JOB TITLE: Driver** | |
| **LINE MANAGER: Administration and Finance Officer** | **GRADE: A** |
| **BUDGET RESPONSIBILITY: Nil** | **WORK LOCATION: Mondul Kiri, Field Office** |
| **TEAM: Ethnic Minority Women** | |
| **INTRODUCTION**  CARE is an international development organisation fighting global poverty with a special focus on working with women and girls to bring sustainable changes to their communities.  CARE aims to tackle the underlying causes of poverty and social injustice and to bring lasting change to the lives of poor and vulnerable people.  Founded in 1945, today CARE works in over 90 countries around the globe. CARE has been working with Cambodians since 1973, with an office in Phnom Penh since 1991.  Today, CARE focuses on empowering particularly marginalised and vulnerable women in Cambodia, including urban women who are marginalised by occupation, rural women who are denied multiple rights, and women and girls from ethnic minorities.  CARE Cambodia’s Ethnic Minority Women (EMW) program works with women, their communities, their leaders and authorities to ensure ethnic minority women have their rights respected, their identity valued and equitable access to livelihoods and skilled jobs. | |
| **PURPOSE OF THE POSITION**  The Driver is a critical part of the CARE team being primarily responsible for the safe transportation of CARE staff and visitors, maintenance and record keeping for CARE vehicles, and communication and coordination with the CARE team.  This position is based on Mondul Kiri province with frequest travel to other sites as required..  This position is required to work overtime on a regular basis.. | |
| **MAIN RESPONSIBILITIES**   * Provide safe transportation for all passengers in the vehicle (CARE staff, International Non-Government Organisation (INGO) staff, partners, project beneficiaries, visitors) in accordance with the Country Office Logistics and Administration Manual (COLAM), and in accordance with laws of Cambodia; * Transport any goods, communications, and messages as required and provide assistance with loading and unloading off the vehicle; * Follow all driving rules, regulations and procedures as per the Standard Operating Procedures in the Safety and Security Management Plan; * Report all traffic incidents and/or accidents immediately and complete the CARE Incident Report; * Maintain vehicle log sheets and record appropriately according to CARE policy; * Perform daily checks of the vehicle prior to any travel (including oil, water, tyres) and ensure that vehicles are properly maintained (including insurance, registration, and other official documentation); * Conduct checks on CARE hired vehicles to ensure they are road worthy; * Maintain a clean vehicle at all times (interior and exterior), report all problems to line manager; * Maintain personal cleanliness while driving with passengers and take steps to eliminate bad odours; * Ensure the vehicle is equipped with safety tools and first aid kit ; * Responsible for knowing addresses and directions when assigned, and attention to delivery instructions; and * Ensure systematic filing system for documents in sequential order and all files are placed in a secure place (to avoid unauthorised access of documents). | |
| **EXPERIENCE AND QUALIFICATIONS**   * Completed Primary School Education and a certificate in auto mechanics is an advantage; * Minimum 2 year driving experience, preferably with an Non-Government Organisation (NGO); * Valid Category B Driving License with knowledge of basic vehicle repairs and maintenance; * Experience driving off-route conditions on very difficult terrain and during pour weather conditions; * Familiar with Mondul Kiri and surrounding areas where CARE programs operate; * Good communication skills in both Khmer and basic knowledge of English is an advantage; * Ability to make a productive contribution through talent, knowledge skills and good work practices; * Ability to work within clearly defined routines and plans; repetitive manual duties, with minimal supervision; * Demonstrated ability to take direction and to work as part of a team; * A willingness to learn how to manage and acquit a small cash advance; * Good interpersonal skills including, open mindedness, willingness to learn, team spirit, good attitude and personality; and * Demonstrated characteristics in honesty, reliability and trustworthiness. | |
| **APPROVED BY:**  **Date:**  **Signature:** | **ACCEPTED BY:**  **Date:**  **Signature:** |