

Terms of Reference (Driver)

Job Purpose

Under the direct supervision of the Chief, Administration, and Finance Division, the Driver will be responsible for the duties highlighted in the key responsibilities.

Key Responsibilities

- 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 mail, documents, and other items.
- Ensure that all vehicles comply with the Minimum Operating Security Standards (MOSS).
- Take care of the day-to-day maintenance of assigned vehicles, and check oil, water, battery, and brakes. Ensure that the assigned vehicle is kept neat and clean (interior and exterior) all the time.
- Maintained logbooks for 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.

Experience & knowledge required

- Class X passed
- Having a valid driving license with 5 years of driving experience.
- Able to work under minimal supervision and be proactive and initiative. Effective time management skills. Excellent interpersonal skills. Good communication skills. Ability to perform multiple tasks and work under pressure with a wide range of individuals and institutions. Maintenance of confidentiality at all times.

Announcement

Royal Society for Protection of Nature in Thimphu is inviting applications from eligible Bhutanese Citizens for the post of driver immediately. The terms of reference (ToR) can be downloaded from our website www.rspnbhutan.org or can be obtained from the Administration and Finance Division of the Organization.

For further details please contact the AFD during office hours or call us at 322056/326130. The last date for submission of the application is **24th November 2023**. The shortlisted candidates shall be called for an interview.

Chief, AFD