

## JOB ANNOUNCEMENT

Habitat for Humanity Cambodia (HFH Cambodia), a Branch of Habitat for Humanity International, is a global nonprofit housing organization bringing people together to build homes, communities and hope. HFH Cambodia has assisted over 18,000 low-income families in Phnom Penh, Siem Reap, Kandal, Takeo, Prey Veng and Battambang, where it has been active since 2003. HFH Cambodia is currently seeking a qualified local candidate to fill in the position of **Driver** based in **Phnom Penh** with extensive travels to project fields.

### Job Responsibilities:

- 1- Drive the HFH Cambodia vehicles for official trips and comply with standard traffic rules and regulations.
- 2- Copy of legal documents kept and maintained in all vehicles.
- 3- Provide a safe and effective driving service for HFH Cambodia staff and guests/visitors.
- 4- Maintains daily logs of all trips and keep up-to-date of records.
- 5- Properly managed all vehicles, maintained, repaired and cleaned.
- 6- Performs minor repairs and oversees the vehicle repairs with the contracted garage.
- 7- Assist to manage and maintain of motorcycles, office equipment and materials and office furniture.
- 8- Regularly check all vehicles and serviced on every quarter.
- 9- Check and ensure vehicle fuel, water, oil engine, tires and any other operating systems are secured before operating.
- 10- Assist to purchase fuel, vehicle spare part, batteries and other electric equipment.
- 11- Perform other duties as assigned by supervisor(s).

### Job Requirements:

1. Uphold and fully commitment to Habitat for Humanity Vision, Mission Statement and Mission Principles.
2. Completed high school.
3. Hold an official Cambodian driving license and has a good driving records.
4. At least two years of work experience of professional driving with NGO or private company.
5. Familiarity with local conditions and geography.
6. Basic knowledge and skills in mechanics. Basic vehicle repair and maintenance skills.
7. Good communications skills. Ability to understand and communicate in English.
8. Ability to work independently, under pressure, and after-hours
9. Be respectful and transparent in dealing with others, commitment, accountable, integrity, be flexible, and accept responsibility for delivering outcomes.
10. Willingness to work as a team with good organizational and inter-personal skills, reliable, honest and trustworthy person.
11. Must possess a valid driving license. Be able to travel and stay at the field.

### How to Apply:

Interested candidates should apply with a completed **Application Form**, **updated CV** and **Cover Letter** (Do NOT attach other documents) mentioning the position title in the subject line of the e-mail to Human Resources Unit, HFH Cambodia, through e-mail: [job@habitatcambodia.org](mailto:job@habitatcambodia.org) by **26 February 2017**.