



JOB ANNOUNCEMENT

- I. 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 **three (3)** qualified candidates to fill in **Drivers** Position, One Position based in **Phnom Penh**, One Position based in Siem Reap and One Position based in **Battambang** with extensive travel to project fields.

Job Responsibilities:

- 1- Operate HFH Cambodia vehicles for official trips and comply with standard traffic rules and regulations.
- 2- Ensure and maintain the completeness of legal documents in all vehicles.
- 3- Provide a safe and effective driving service for HFH Cambodia staff and guests/visitors on authorized agency business to target areas.
- 4- Maintains daily logs of all trips, mileage, gas consumption, oil changes, greasing etc. Review of daily vehicle's logbooks and keep up-to-date of records.
- 5- Ensure that all vehicles are always keep in good condition, regularly clean and keep the exterior of vehicles in a clean and neat condition.
- 6- Conduct periodically checkup and service of vehicles every three months. Inform supervisor about vehicles problem and recommend for the repairs on a timely manner.
- 7- Perform day-to-day maintenance of vehicles. Performs minor repairs, arranges for and oversees the vehicle repairs with the contracted garage.
- 8- Coordinate for vehicles maintenance and repair and keep up-to-date records of vehicle's maintenance services.
- 9- Ensure that there is sufficient fuel available for all vehicles at all time.
- 10- Immediately reports to supervisor any accident or damage of vehicles, and ensures that all steps required by local law are taken.
- 11- Assist to manage and maintain of motorcycles, office equipment and materials and office furniture.
- 12- Manage vehicle emergency kits and make sure proper use of the emergency items. Report to supervisor on used items and that need to fulfill.
- 13- Responsible for purchase of fuel and assist to purchase of vehicle spare part, batteries and other electric equipment.
- 14- Make sure the good quality, service and availability of goods or services and advice Admin Assistant/Finance and Admin Officer in regard to technical term of vehicle and electronic items that is purchased.
- 15- Perform other duties as assigned by supervisor(s).

Job Requirements:

1. 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. 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 by **23 September 2018**.