

Habitat for Humanity Cambodia

Job Description

Position Title Driver
Job Grade/Class 2
Current Holder Vacancy
Based at (Location)
Reports To
Direct Subordinates None

Core Functions The Driver is responsible for HFHI Cambodia's vehicle operations, driving staff and guests/visitors in safety manner and keeps good maintenance of vehicles and the HFHI Cambodia's property and responsible to assist Admin Assistant/Finance and Admin Officer in providing support on administrative and logistics work.

Main Tasks

Driving:

1. Operate HFHI 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 HFHI Cambodia staff and guests/visitors on authorized agency business to target areas (this may require overnight stays of several days' duration).
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 (which includes regularly checking tires, oil, spark plugs, brakes, battery, water and vehicle parts to detect any vehicle defects). 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.

Logistics:

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 complying with the HFHI Cambodia procurement policy.
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).

Authorities and Authority Limits

Authorized to drive all HFH Cambodia's vehicles.

Deliverables/ Performance Measurement Indicators

1. Local traffic law and rule is fully complied.
2. A copy of legal documents are kept and maintained in all vehicles.
3. All vehicles are properly managed, maintained, repaired and cleaned. All vehicle transactions, maintenance and repair are recorded in logbooks.
4. All vehicles are regularly checked and serviced on every quarter.
5. Fuel, water, oil engine, tires and any other operating systems of vehicles are checked and are secured before operating.
6. Must friendly, supportive, gentle, kindness, discipline and be in good manners.
7. Not under the influence of alcohol during working hours and driving.

Skills/Attribute and Experience

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.

Supervisor (signature/name): _____

Date: _____

10. Willingness to work as a team with good organizational and interpersonal skills, reliable, honest and trustworthy person.

11. Must possess a valid driving license. Be able to travel and stay at the field.

Incumbent (signature/name): _____

Date: _____