

JOB DESCRIPTION

JOB TITLE

Driver

ROLE

Reporting to the Office Administrator, the Driver is to assist ChildFund in Vietnam to fulfill their mission of working for the well-being of children by providing safe driving support and general administration and logistical work.

REPORTING STRUCTURE / RELATIONSHIPS

The Driver reports to the Office Administrator.

The Driver works closely with the Finance Manager, the HR & Support Services Manager, Communication Officer, other Managers and Sponsor Relations team in Hanoi.

RESPONSIBILITIES

Driving

- Drive vehicle for official travel and business, or as requested by Representative
- Maintain high standard of service to both internal and external guests.
- Ensure punctuality and safe transport;
- Observing the road and traffic laws and regulations of the Socialist republic of Vietnam.
- Ensure that safe driving practices are adhered to including local driving codes and internally agreed standards.
- Alcohol must not be consumed or present whilst on duty

Car Security & Maintenance

- Ensure vehicle is kept clean, tidy and in good working condition at all times
- Ensure vehicle is kept secure at all times
- Ensure vehicle is given regular/day-to-day maintenance checks: check oil, water, battery, brakes, tyres, etc.
- Ensure vehicle repairs are carried out properly by official manufacturers specifications
- Perform minor repairs and arrange for other repairs, prepare vehicle spare parts inventory
- Prepare and submit vehicle monitoring report, including records of vehicle operations, maintenance, expenses, mileage, at end of each month
- Assist the Admin Officer to ensure vehicle insurance and registration is updated according to schedule
- Prepare budget plan for vehicle
- Assist in the purchase of new vehicles as required

Car Logbook maintenance

- Log official trips, daily mileage, gas consumption, oil changes, etc;

Administrative works

- Provide assistant to the Office Administrator in the time working at the office, including but not limited to:
 - * Facilitating immigration and customs formalities as per requirements

- * Photocopying, filing, handling mail, delivering goods and correspondences, carrying parcels, packages, and delivery and collection of official documents as per required
- * Assisting in organizing and maintaining the library system; arranging meetings, training and workshop activities
- * Maintaining office storage facility/garage (ensuring it is clean, secure, dry and orderly tidy)
- * ad hoc.

Organisational Development

- Participate in the teambuildings of ChildFund and contribute to the development and promotion of ChildFund values culture and learning approach as required.

Relationship Building & Representation

- Participate in external workshops, working groups, training and other meetings relevant to ChildFund's safe driving standards.
- Establish appropriate information-sharing relationships with staff in similar positions within other INGOs and car rental companies
- Manage ChildFund relationship with other drivers/car rental companies ensuring driving standards, passenger safety requirements and driver courtesy and punctuality is achieved.

WORKING CONDITIONS

This is a Hanoi based, full-time position with regular and extensive travel to ChildFund's program areas in Vietnam (maximum 80% of time for driving).

The successful candidate will be offered a three-year contract. Salary will be set according to experience and qualifications, in accordance with ChildFund's salary scale.

Other working conditions and benefits are outlined in ChildFund's HR, PDR and Operations Manuals.

PERSONAL QUALITIES, QUALIFICATIONS & EXPERIENCE

E = essential, D = desirable

Knowledge

Understanding of transportation law	E
Good traffic judgment	D
Good knowledge about car mechanics	E
Knowledge of the location of international organisations, airline offices, hotels and restaurants	D
Knowledge on operation and maintenance of the office equipment	D

Skills

Excellent driving skills	E
Flexible, effective team work and interpersonal skills	E
Good communication skills	E
Good in communicating in English	D
Computer literacy and familiar with software packages under Windows and E-mail	E

Experience

Minimum 5 years experience as driver with good driving record	E
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Effective communication with internal and external customers/partners	E
Experienced in purchasing and negotiating with suppliers	E
Experience with driving a Veco (Landcruiser)	D
Experience with driving to remote locations on project field trips and driving off the road in difficult conditions	D

Abilities/Qualities

Being well-organized and systematic	E
Careful, accountable, responsible and punctual	E
A team player – personable, caring, helpful, reliable and diplomatic	E
Honest and approachable	E
Good personal grooming & personal presentation	E

Attitudes

Willing to work long and irregular hours, shift duty and on public holidays as required	E
Willing to take regular and extensive travel to ChildFund's project areas in provinces	E
Commitment to the aims of ChildFund	E
Discreet and respectful of confidentiality	E

Qualifications

High School Diploma	E
Valid driving license Level D	E
Holder of qualification in Vehicle Maintenance and Repairs desirable.	D