

DEUTSCHER GENOSSENSCHAFTS - UND RAIFFEISENVERBAND E. V.

German Cooperative and Raiffeisen Confederation (reg. assoc.)
Unit P042B, 4th Floor, Flower Park Office, Coco Village, 14 Thuy Khue
Tay Ho District, Hanoi Capital, Vietnam
Tel./Fax: +84 (0)438470945

Job category

Driver

NGO/Non-Profit

Job level

Experienced (Non-Manager)

Duration

Initially 1 year with the option for extension

Preferred language

Fluent in English or German and Vietnamese

DGRV – Deutscher Genossenschafts- und Raiffeisenverband e. V. (German Cooperative and Raiffeisen Confederation) is the national apex organisation and top-level auditing federation of the German cooperative sector. DGRV is since more than 30 years involved in international development cooperation aiming on the sustainable development of the cooperative sector worldwide.

In Vietnam, DGRV supports the transformation and development of the cooperative sector since 1999 by providing first hand cooperative expertise, short- and long-term consultancy as well as tailor-made solutions for project partner.

Duties and Responsibilities

The main purpose of the job is to provide a safe and courteous transport service for DGRV staff to official meetings within Hanoi and on field visits within the northern provinces of Vietnam. Core duties include, but are not limited to:

- weekly check of the vehicle e.g.: tyre pressures, hydraulic fluid, oil, radiator, battery level, etc.
- Keeping the vehicle clean and serviceable at all times
- Reporting any defects and assisting to ensure their resolution
- Keeping an accurate record of all journeys
- Ensuring the safety and security of the vehicle and passengers in your care
- Logistical and organizational support to project staff and consultants
- Running of official errands and assisting with other office services
- Liaises with the Administrative Officer and Assistant on the replenishment of consumables



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- Reports to the Administrative Officer immediately any problems regarding the functionality of the project car taking place and/or any damages observed
- Performs other related duties as assigned

Essential skills required

- Possess a clean police record and a full clean valid driving licence
- Minimum of 3 years driving experience, preferably with an official development cooperation organization
- Able to communicate effectively in English or German, in person, on the phone and in writing
- Good knowledge of the roads and location of government offices in Hanoi and main roads to other parts of the country
- Physically fit with excellent eyesight
- Good driver customer service protocols and proactive organisational skills
- Working knowledge of mechanical skills needed to maintain vehicles in a roadworthy condition

Desirable skills required

- Fluent in Vietnamese (written and spoken)
- Formal training as an official driver
- Experience of driving VIPs and using defensive driving techniques

DGRV offers a competitive remuneration package, including salary, benefits and a leave entitlement. The successful candidate is expected to commence employment from January 2017. Further details of benefits are available on request.

Qualified candidates are invited to send their application in English, including copies of relevant certificates and references by email to dngan@dgrv.coop with a subject line: “Application for the position of Driver – {Full Name of Applicant}”.

Only shortlisted candidates will be contacted.

Deadline for submission:

November 18th, 2016

