

Bread for the World is a German non-government ecclesial organization. BftW works the globe to contribute to an inclusive socio-economic development to overcome poverty. The key guiding principles are social justice and ecological responsibility. The regional office (RO) for Laos and Vietnam based in Hanoi is cooperating with local and international partner organizations since 1996.

For our operations in Vietnam, we are looking for a **driver**.

### **Duties and Responsibilities:**

Provide daily safe and comfortable driving services for the Regional Office of Bread for the World in Hanoi within the capital and to different provinces, districts and communes in Vietnam and Laos. Core duties include, but are not limited to:

- Daily pick up and dropping driving services during times required, including traveling to partner offices in Hanoi and nearby, Hanoi airports and long-distance travelling
- Ensuring safe and vigilant driving for passengers in your care and engine-friendly and gentle gearing driving
- Ensuring safe starting, holding, and moving off on inclines
- Getting familiar with frequent travel routes within Hanoi, especial to all partner offices and throughout the countryside of Vietnam and Laos, including project sites, locations of relevant ministries, agencies, and stakeholders
- Be familiar with or getting familiar with different navigation systems
- Keeping a detailed and accurate logbook for each and any travelling and record of fuel consumption
- Regular vehicle safety check, before field travels, e.g.: tyre pressures, hydraulic fluid, oil, safety vests, tow rope/bar and hook and first aid equipment etc.
- Immediate information without any delay to the Administrative & Logistic Officer in regard to the functionality of the vehicle, damages or any accident happening.
- Regular vehicle cleaning (inside and outside), throughout cleaning after travelling.
- Strictly comply with the office regulations in regard to vehicle use.
- Fill in timesheets in excel and simple tasks using "word" (i.e., prepare name tags for picking up visitors at airport)
- Be present in the office when not driving, and always inform the Administrative & Logistic Officer before going out of the office during working hours.
- Minor logistical and administrative support in the office including post office, purchasing office supplies, labelling files and separation sheets according BftW filing structure, photocopying, scanning, welcome and offer visitors with drinks, set up online meetings, take care plants in meeting rooms and balcony, etc).
- Logistical and administrative support in in-house trainings and internal events
- Be flexible to perform other duties as required (i.e.: clearing meeting rooms, dish washing, etc.)

**The driver will closely work and be supervised by the Administrative & Logistic Officer**

**Essential skills required:**

- Formal training as an official driver from B2
- Minimum of 5 years driving experience, preferably with an official development cooperation organization
- Driving experience – 4 WD and off road under difficult condition
- High familiarity with different navigation systems like Google
- Basic first aid skills
- Intercultural sensitiveness and communication skills
- Good health conditions
- Basic English skills (listening, speaking)
- Simple computer application (word and excel)
- We welcome job applications of female and male Vietnamese and Laotian residents in Vietnam.

If you are interested and you see yourself matching the above require, we are looking forward to your application and significant documents, including CV, driving licence, police record and references, all in English or Vietnamese to [vu.anh.dung@brot-fuer-die-welt.de](mailto:vu.anh.dung@brot-fuer-die-welt.de) until **24.02.2023**

Selected candidates who best match the requirement only will be invited for initial interviews. The competitive remuneration package is based on BftW policies and working experience.

The assignment shall start in March 2023.