

**Heifer International  
Job Description  
Format Updated March 7, 2018**

**Alternate Title:** Drivers- Office Aide  
**Internal Job Title:** Driver -Office Aide  
**Position Number:**  
**New or Refill:** New  
**Core position:** Yes  No  
**Salary Grade:** TBD  
**Division/Dept:** Programs/ Asia  
**Dept #/Subproject WO:** PO/NP0000HINP20  
**Reports to:** Administrative  
 Manager  
**Supervisor POSNO:** 222178  
**Supervisor RESNO/Name:** 123158  
**Supervision:** Employees Yes  No I Volunteers Yes  No  
**Location:** Nepal Country Office, Lalitpur, Nepal  
**Job Level:** TBD  
**Relocation Funds:** Non Negotiable  
**Travel Required:** Minimum 90% annually

Heifer International is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, gender, gender identify, sexual orientation, age, status as a protected veteran, among other things, or status as a qualified individual with disability.

**FUNCTION**

To serve as the driver of the HPI Nepal Program in accordance with HPI objectives, policies and procedures.

**ESSENTIAL CHARACTER TRAITS:**

<b>RESPONSIBILITIES (Including approximate percentage effort)</b>	<b>DELIVERABLES</b>
1. Accountable for Technical service (80%)	i. Provide safe transportation for project staff, visitors and partners ii. Operate Heifer Nepal auto vehicles for official trips and comply with standard traffic rules and regulations and best practice driving iii. Maintain cleanliness and good physical condition of vehicles iv. Conduct a periodic check-up of vehicles for fluid (engine and gear oil, brake fluid, steering fluid, etc.) and electrical conditions v. Keep an up-to-date vehicle log book and maintenance book
2. Accountable for the office management of the country office (20%)	i. Coordinate to process the renewal of vehicle registrations and insurance coverage

	<ul style="list-style-type: none"> <li>ii. Ensure and maintain the completeness of legal documents</li> <li>iii. Report promptly to the Administrative Manager and/or appropriate public officers in any case of theft or damage to vehicles by other parties</li> <li>iv. Provide prompt emergency assistance if an accident occurs</li> <li>v. Keep and maintain tools, repair kits and safety devices for each vehicle</li> <li>vi. Provide logistic support as required</li> <li>vii. Perform other job-related duties as requested</li> </ul>
Perform other job related duties as requested.	

**Minimum Requirements:**

A high school education, plus three years' experience in driving is required. Other job-related education and/or experience may be substituted for all or part of these basic requirements.

**Most Critical Proficiencies:**

- a) Must have valid driving license
- b) Excellent mechanical skills for vehicle maintenance
- c) Experience in long distance driving
- d) Good in spoken and written Nepali Language
- e) Good communication skills

**Essential Job Functions and Physical**

- a) Ability to meet and deal with others in a courteous and tactful manner
- b) Demonstrate a high degree of honesty and integrity
- c) Have an interest in animal agriculture/community development
- d) Understand the importance of traditional customs of the various ethnic groups and be familiar with their lifestyle
- e) Ability and willingness to work with a flexible schedule
- f) Willingness and ability to travel extensively
- g) Ability to foster and maintain a spirit of unity, teamwork and cooperation
- h) Sensitivity in working with multiple cultures and **beliefs and to gender equity.**

<b>HPI HEADQUARTERS' USE ONLY</b>		
	Dr. Mahendra N. Lohani	
Signature of Senior Vice President of Programs	Printed Name	Date