**Heifer International Nepal**

**Non-US Job Description**

**21 November 2023**

# Job Title: Driver/Office Aide

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

# FUNCTION:

To serve as a Driver for Heifer International Nepal and provide reliable and safe driving services to officials and visitors, ensuring the highest standards of discretion and integrity. The Driver also demonstrates a client-oriented approach, courtesy, confidentiality, tact and ability to work with people of different cultural backgrounds in accordance with HPI objectives, policies and procedures.

**RESPONSIBILIIES AND DELIVERABLES: (including approximate percentage effort)**

**Provide technical service to vehicles and transport (65%):**

* Provide safe transportation for project staff, visitors and partners.
* Operate Heifer Nepal auto vehicles for official trips and comply with standard traffic rules, regulations and best driving practices.
* Maintain cleanliness and good physical condition of vehicles.
* Conduct a periodic check-up of vehicles for fluid (engine and gear oil, brake fluid, steering fluid, etc.) and electrical conditions.
* Keep an up-to-date and daily vehicle logbook and maintenance book.

**Vehicle Security and Reporting (20%):**

* Report promptly to the supervisor and/or appropriate public officers in any case of theft or damage to vehicles by other parties.
* Provide prompt emergency assistance if an accident occurs.
* Keep and maintain tools, repair kits and safety devices for each vehicle.
* Provide vehicle support to staff as per clearance from the Administrative Manager.
* Provide logistic support as required.

**General office clerk duties and errands (10%):**

* Provide support around the office as needed, including but not limited to sorting and receiving post, sorting documents, and scanning.

**Perform other job-related duties as requested (5%)**

**QUALIFICATIONS AND SKILLS:**

* Completion of Basic Level Examination-Grade 8, and a high school education will be preferred, plus four years' experience in driving is required.
* Must have a valid driving license.
* Previous experience of working in I/NGO is preferred.

# ESSENTIAL COMPETENCIES:

* Ability to meet and deal with others in a courteous and tactful manner.
* Demonstrate a high degree of honesty and integrity.
* Have an interest in animal agriculture/community development.
* Physical stamina and good upper body strength to lift heavy luggage, packages and objects, as well as be able to load and unload them from a vehicle.
* Ability to work under high pressure and at a fast pace.
* Ability and willingness to work with a flexible schedule.
* Effective communication skills and interpersonal skills.
* Must have skills and knowledge in vehicle maintenance; ability to do simple general maintenance as required on the vehicle.
* Must be conversant with all traffic regulations and highway rules.
* Sound knowledge of road safety regulations.
* Working knowledge of local roads and routes.
* Ability to foster and maintain a spirit of unity, teamwork and cooperation.
* Sensitivity in working with multiple cultures and beliefs and to gender equity.