Terms of Reference

Position Title : Driver
Salary Grade : A1
Reporting to : Senior Officer Finance & Admin
Duty Station : Pakka Chang [District Khairpur, Sindh]
Project/Program : Food and Markets
Contract Type : Long Term
Work Week : 5 Days (Monday to Friday) - 40 hrs/week
Work Hours : 0830 hrs to 1715 hrs

Job Summary
The position will be responsible for driving and maintenance of office vehicle for travelling according to the project requirement.

Terms and Conditions
- Driving the office vehicle for assigned duties.
- Maintenance of vehicle in excellent condition.
- Maintenance of LOG Book on Daily Basis.
- Cleaning the office vehicle on daily basis.
- Notify to the supervisor when vehicle not working properly or need repair.

Selection Criteria
Education, Experience & Working Knowledge

☐ At least Matric.
☐ Must have LTV Driving License with Three years driving experience.
☐ Must have technical knowledge of Vehicles.
☐ Should have experience of long travels.
☐ Should have knowledge of routes in Pakistan.
☐ Must have ability to read and write.

Skills & Attributes

☐ Good communication skills.
☐ Excellent written / spoken Urdu; other local languages will be an advantage;

HR department : Signature /Date-------------------------------
Hiring Manager : Signature /Date-------------------------------
Acknowledged by Employee : Signature /Date-------------------------------

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