

Title: <b>Driver</b>	
<b>TEAM/PROGRAMME:</b> Supply Chain	<b>LOCATION:</b> Surkhet Field Office
<b>LEVEL:</b>	<b>CONTRACT LENGTH:</b> Fixed term
<p><b>CHILD SAFEGUARDING:</b> Level 6: The post holder will have contact with children and/or young people <i>either</i> frequently (e.g. once a week or more) <i>or</i> intensively (e.g. four days in one month or more or overnight) because they work in country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process.</p>	
<p><b>ROLE PURPOSE:</b></p> <p>The role involves providing safe, reliable, and courteous transportation for SCI staff and authorized passengers, upholding high standards of discretion, integrity, and protocol. The position holder should demonstrate a client-focused approach, with courtesy, confidentiality, and an ability to work with diverse individuals.</p> <p>Key responsibilities include prioritizing safety, operating and maintaining vehicles, and keeping accurate records of vehicle usage and customer interactions. The position holder must assess road conditions, ensure proper vehicle maintenance, and manage administrative tasks such as bill book maintenance, blue book renewals, and insurance, tax, and fuel records. Timely recording of vehicle departure and arrival times to and from field offices is also required.</p>	
<p><b>SCOPE OF ROLE:</b></p> <p><b>Reports to:</b> Assistant- Front Office and Fleet</p> <p><b>Staff reporting to this post:</b> None</p> <p><b>External:</b> N/A</p> <p><b>Internal:</b> Team members of CO/FO especially fleet, program and finance team members.</p> <p><b>Budget Responsibilities:</b> N/A</p> <p><b>Role Dimensions:</b> The position holder will work with more than 40 SCI staff; closely support the supply chain department.</p>	
<p><b>KEY AREAS OF ACCOUNTABILITY:</b></p> <ul style="list-style-type: none"> <li>• Ensure that the vehicles are operated and maintained focusing on passenger and equipment safety and passengers are treated with courtesy.</li> <li>• Ensure that the passengers/staff follow the safety and security protocols of the organisation and escalate any such non-compliance to Safety and Security Focal person</li> <li>• Perform daily pre-trip and post -trip vehicle inspections.</li> <li>• Ensure that the vehicles are running efficiently in terms of fuel consumption and report any significant problems to the Fleet Management Focal Person</li> <li>• Clean the assigned vehicle(s) from both inside and outside.</li> <li>• Be responsible for ensuring that the registration of the vehicle is up to date and taxes paid and inform if action is required to relevant team members.</li> </ul>	

- Ensure that the vehicle records are maintained properly including the vehicle log sheets and ensure that all vehicles usage is appropriately authorized.
- In case of any incidents, immediately report such incident to the Safety and Security focal person and support in the preparation of the accident and incident reports
- Provide safety briefing to passengers and ensure that all passengers use safety equipment supplied (safety belts).
- Record personal leave, Dtp through Oracle online system; and record timesheet through FMS online system.
- Perform and check daily vehicle requests, and assigned vehicle through digital platform (ELTMIS/OPM)
- Carry out any other responsibilities as per priorities and requirements of organization and as delegated by line Manager

**Occasional Significant Duties:**

- Work as team member in an emergency.
- Carry out other duties when required and requested by the supervisor.

**BEHAVIOURS (Values in Practice)**

**Accountability:**

- holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

**Ambition:**

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- widely shares their personal vision for Save the Children, engages and motivates others
- future orientated, thinks strategically and on a global scale.

**Collaboration:**

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- values diversity, sees it as a source of competitive strength
- approachable, good listener, easy to talk to.

**Creativity:**

- develops and encourages new and innovative solutions
- willing to take disciplined risks.

**Integrity:**

- honest, encourages openness and transparency; demonstrates highest levels of integrity

**QUALIFICATION AND EXPERIENCE**

- Completion of SLC or equivalent to class 10 (Class 8 for GSI group) and valid 4-wheel driving license
- 3 years of driving experience

- Good eye vision and health
- Working knowledge of using computers and the internet; working knowledge of MS programs (including MS Word and Excel) and email, will be added advantage.

**CORE COMPETENCIES**

- Awareness and Sensitivity Regarding Gender Issues
- Accountability
- Creative Problem Solving
- Effective Communication
- Leading by Example

**FUNCTIONAL COMPETENCIES**

- Excellent driving skills;
- Knowledge of driving rules and regulations, chauffeur protocol and courtesies, and local roads and conditions, and defensive driving skills;
- Skill in minor vehicle repairs;
- Professional appearance and punctuality;
- Good people skills and team work

**Additional job responsibilities**

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

**Equal Opportunities**

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

**Safeguarding obligation:**

The position holder is responsible to ensure that their conduct is in line with the SCI's Code of Conduct and key safeguarding policies and ensure that we keep children and adult, at risk, and communities safe from abuse, exploitation, harassment, and risk of harm in and through our work. The position holder must raise any concerns they may have about potential breach of Code of Conduct or key safeguarding policies; or the way we operate as an organization through appropriate safeguarding channels.

**Health and Safety**

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

**Safeguarding our Staff:**

The post holder is required to carry out the duties in accordance with the SCI Code of Conduct and SCI anti-harassment policy

JD written by: \_\_\_\_\_ Date: \_\_\_\_\_

JD agreed by: \_\_\_\_\_ Date: \_\_\_\_\_