

# Job Description

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| JOB TITLE | Driver |
| GROUP | International |
| TEAM | Bangladesh Country Team |
| LOCATION | Cox’sBazar, Bangladesh (with travel) |
| RESPONSIBLE TO | Support Service Officer |

# PART 1 – JOB DESCRIPTION

1. **JOB OVERVIEW**

The Tearfund Bangladesh Office driver is responsible for driving, maintenance and safety of Tearfund vehicles. They ensure all vehicles are kept in excellent mechanical and technical condition through regular service and maintenance. The drive manages vehicle logs and ensures all Tearfund vehicle movement is properly logged and reported on at the end of each month. They ensure all staff vehicles used on Tearfund work have appropriate movement log and that such movements have been duly authorised by the Country Representative or designate.

1. **POSITION IN ORGANISATION**

* Reports to the Support Service Officer based in Cox’sbazar or any other role with remit over transportation or as delegated.
* Liaises closely with the following staff and teams in Tearfund; programme coordinator, programme manager, finance manage

1. **ORGANIZATIONAL REQUIREMENTS**

3.1**. SPIRITUAL LEADERSHIP OF STAFF**

* To adhere to Christian standards in the cause of doing their work and dealing with others internally and externally
* To lead or participate in spiritual sessions of prayer and biblical reflection with colleagues in the office
* To be committed to actively working and living in accordance with Tearfund’s Mission, Values and Christian beliefs.
* Maintain own spiritual development and relationship with God, for example through individual prayer and reflection days.

3.2. **DIMENSIONS AND LIMITS OF AUTHORITY:**

Has responsibility to facilitate all aspects of road transport services to staff and visitors:

* In discharging their duties; the driver is under the direction of the office administrator and reports directly to the office administrator
* On matters of transportation safety and security, the driver also reports directly to the country representative
* Receive and execute driving request in writing from the office administrator or any other member of staff
* Does not authorise movements and is authorised by the office administrator or role cover in case of absence
* Acts only on written movement instructions authorised by the office administrator or any other role covering the office administrator role

1. **KEY RESPONSIBILITIES**

* Maintains vehicle movement log s and ensures that a report on each vehicle movements in the fleet is summarised and reported on
* Highlights gaps in vehicle log to the vehicle users, and reports possible vehicle misuse and/or abuse to the Country Representative directly and in writing
* Ensures all vehicles are kept in excellent mechanical and technical conditions through regular and planned maintenance
* Maintains maintenance register for all vehicles and ensures all vehicles are submitted for statutory inspection
* Recommends disposal of vehicles when old or dormant and in liaison with the office Administrator ensures vehicles for disposal undergo technical and market valuation before being disposed off

4.1.  **SECURITY**

* Ensures total vehicle security during and after working hours, including public holidays
* Liaises with the country Representative during times of generalised insecurity to ensure security for all vehicles
* Ensures all vehicles are fitted with security systems and liaises with the office Administrator to achieve total vehicle/fleet security

4.2.  **HEALTH AND SAFETY**

* Learns and adapts Tearfund driving standards and safety and trains all staff of safe driving
* Ensures staff using Tearfund vehicles either as passengers or drivers adhere to Tearfund guidelines on health and safety particularly while travelling in Tearfund vehicles
* Ensure vehicles meet the National emission requirements through regular servicing and emission assessments using locally available facilities

**Person Specification:**

* Minimum Qualification: Higher Secondary Education
* Minimum 10 Years’ Experience in relevant role
* Valid Driving License
* Experience in Safe Driving parameters
* Communicative in English Language