

Together we can beat poverty for good. Will you join us?

DRIVER

OXFAM IN BANGLADESH

Closing date: - 12 September 2023

Telephone Interviews - N/A

Interview date: - TBC

Vacancy reference: - N/A

Oxfam is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people, adults and beneficiaries with whom Oxfam GB engages. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.

The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks. Oxfam GB also participates in the Inter Agency Misconduct Disclosure Scheme. In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.

We are committed to ensuring diversity and gender equality within our organisation and encourage applicants from diverse backgrounds to apply.



Shaping a stronger Oxfam for people living in poverty.

ABOUT OXFAM

Oxfam is a global community who believe poverty isn't inevitable. It's an injustice that can be overcome. We are shop volunteers, women's right activists, marathon runners, aid workers, coffee farmers, street fundraisers, goat herders, policy experts, campaigners, water engineers and more. And we won't stop until everyone can live life without poverty for good.

Oxfam GB is a member of the international confederation [Oxfam](#).


OUR TEAM

Business Support and Administrative department is including the Logistics, IT, Government liaison where we have different critical position staff who support the core organizational delivery and programme to be functional in effective and efficient manner. We are here to support both development and emergency programme. Your role will be very important addition to the team to keep the support team functional and maintain positive approach to meet the programme demand.

JOB PURPOSE

The overall purpose of this role is driving Oxfam vehicle whenever required. This position will mainly be responsible for the driving Oxfam vehicle and maintain vehicle per needed. As a part of Admin and Logistics department, this role also engaged for supporting department when required.

CORE DETAILS

Location:	This position is Dhaka base. Should be flexible to make duty outside of city (If required).		
Salary:	As per national pay scale		
Internal Grade:	F1		
Division	International	Job Family:	Business Support/Admin
Contract type:	Fixed term		
Hours of work:	 <p>37.5 hours per week. This is a full-time role; however, Oxfam offers various flexible arrangements which candidates can discuss with the Recruiting Manager at interview stage</p>		
This role reports to:	Admin Officer		
Staff reporting to this post:	N/A		
Annual budget for the post:	N/A		
Key relationships/interactions:	N/A		
Screening checks:	All successful candidates will be screened through Refinitiv World-Check One to comply with counter terrorism and financial sanctions regulations.		
References:	Should you be successful and not already employed by Oxfam GB, we will require minimum of two references covering five years of employment history.		
DBS checks (for roles based in the UK):	N/A		

It is a requirement in the UK for a new DBS check at enhanced level for every new member of staff who works directly with, or has regular contact with, children or vulnerable adults in the UK (consistent with DBS guidance and relevant law).

KEY RESPONSIBILITIES

Technical

- Will drive safely by maintain Oxfam rules and regulation.
- Well understanding vehicle problem and should have required knowledge to solve instant.
- Maintaining technical parts of vehicle (Wheel check, Engine Oil/Mobil check, Parts change, quarterly/monthly maintenance).
- Updating vehicle documents on time.
- Maintain logbook as per charging sheet.
- Take advance for buying fuel and other parts of vehicle.
- Adjust advance after month by providing proper documents.
- Provide back support to any team member on logistics issues as per delegation from line-manager.
- Create good impression with outsider/Visitor to represent Oxfam value and **code of conduct**.

Driving Vehicle by Maintaining Rules and Regulation of Oxfam:

- Delicately fixed for a vehicle and duty assign by Oxfam representative.
- Driving vehicle considering Oxfam driving rules.
- Following route plan of fleet management.
- Regularly clean vehicle.
- Maintaining fleet and security rules.

Maintaining Vehicle:

- Regularly check up vehicle condition (Wheel, Fuel, Engine, etc)
- Ensure monthly/Quarterly maintenance of vehicle.
- Wash and clean vehicle every day.
- Change parts for smooth run of vehicle when required.
- Understand the issue and knowledge to solve instant.

Maintain Logbook and Documentation:

- Update logbooks in every movement.
- Ensure complete logbook with required information and submit to Line Manager after month.
- Preserve vehicle document and submit it when required.
- Maintain logbook as per Oxfam charging code.
- Calculate KM and overtime and write with exact information.


Technical Support to Department:

- Make charging sheet of every movement
- Support to department by processing office bill.
- Take advance for buying fuel and other parts.
- Processing and claim bill when needed.

- Maintain and register the Office consumable and procure the essential item in timely manner.
- Process all utility and services bills (Security service, water supply, electricity etc.) timely
- Ensure proper dispatch of documentation and material through front desk.
- Performance management of support staff with help of manager if required
- Ensuring the proper cleaning and security at the gate by providing the guideline to cleaner and security guard.

Your commitment to Oxfam

- Required to adhere to Oxfam's principles and [values](#) as well as the promotion of [gender justice and women's rights](#)
- Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles

PERSON SPECIFICATION		How this will be assessed? ¹			
 Note to candidates: Shortlisted candidates will be assessed on our organisational values and attributes at the interview stage. The successful candidate(s) will be expected to adhere to our code of conduct. We encourage candidates to read and understand our code of conduct here .		Shortlisting	Interview	Presentation	Other
Key Organisational Attributes					
Ability to demonstrate sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities.			x		
Ability to demonstrate an openness and willingness to learn about the application of gender/gender mainstreaming, women's rights, and diversity for all aspects of development work.			x		
Commitment to undertake Oxfam's safeguarding training and adherence of relevant policies to ensure all people who come into contact with Oxfam are as safe as possible			x		
Organisational Values					
Accountability – Our purpose-driven, results-focused approach means we take responsibility for our actions and hold ourselves accountable. We believe that others should also be held accountable for their actions			x		
Empowerment – Our approach means that everyone involved with Oxfam, from our staff and supporters to people living in poverty, should feel they can make change happen			x		
Inclusiveness – We are open to everyone and embrace diversity. We believe everyone has a contribution to make, regardless of visible and invisible differences			x		

¹ Whilst we make every effort to indicate how the candidates will be assessed against a criterion, this is subject to change and may be influenced by the quality of applications.

<u>Oxfam Leadership Competencies</u>	Shortlisting	Interview	Presentation	Other
<i>Self-awareness</i>		x		
<i>Mutual accountability</i>				
Essential - Experience, Knowledge, Qualifications & Competencies				
• Minimum SSC pass or equivalent	x		x	
• Minimum 5 (Five) years working experience with INGO.				
• Ability to work independently and within team in a diversified environment.				
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• Resilience		x		
Desirable				
• Ability to work under pressure and flexible for working after office hour				
• Knowledge of Oxfam policies, procedure, and systems.				
• Very good skill on MS office applications and written and spoken English				

HOW TO FIND OUT MORE ABOUT US

- Find out more about our pay & benefits [here](#). Get a feel of what it is like to work at Oxfam [here](#).
- Look at our 'How to apply' section for helpful tips [here](#).
- Technical glitch? If you have any issues when submitting your application, please contact recruitmentteam@oxfam.org.uk
- We are unable to accept prospective applications, but you can sign up for our job alerts [here](#)
- External applicants: <https://jobs.oxfam.org.uk>, Internal applicants: <https://jobs.oxfam.org.uk/internal>
- Find out about everything we do [here](#).

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Oxfam GB is a Disability Confident Employer. Should you be unable to submit your application online and would prefer an alternative method please contact our recruitment team.

OXFAM LEADERSHIP COMPETENCY FRAMEWORK

Competencies	Description
Decisiveness	We are comfortable to make transparent decisions and to adapt decision making modes to the context and needs.
Influencing	We have the ability to engage with diverse stakeholders in a way that leads to increased impact for the organization. We spot opportunities to influence effectively and where there are no opportunities we have the ability to create them in a respectful and impactful manner.
Humility	We put 'we' before 'me' and place an emphasis on the power of the collective, nurture the team and play to the strengths of each individual. We are not concerned with hierarchical power, and we engage with, trust and value the knowledge and expertise of others across all levels of the organization.
Relationship Building	We understand the importance of building relationship, within and outside the organization. We have the ability to engage with traditional and non-traditional stakeholders in ways that lead to increased impact for the organization.
Listening	We are good listeners who can see where deeper levels of thought and tacit assumptions differ. Our messages to others are clear, and consider different preferences.
Mutual Accountability	We can explain our decisions and how we have taken them based on our organizational values. We are ready to be held to account for what we do and how we behave, as we are also holding others to account in a consistent manner.
Agility, Complexity, and Ambiguity	We scan the environment, anticipate changes, are comfortable with lack of clarity and deal with a large number of elements interacting in diverse and unpredictable ways.
Systems Thinking	We view problems as parts of an overall system and in their relation to the whole system, rather than reacting to a specific part, outcome or event in isolation. We focus on cyclical rather than linear cause and effect. By consistently practicing systems thinking we are aware of and manage well unintended consequences of organizational decisions and actions.
Strategic Thinking and Judgment	We use judgment, weighing risk against the imperative to act. We make decisions consistent with organizational strategies and values.
Vision Setting	We have the ability to identify and lead visionary initiatives that are beneficial for our organization and we set high-level direction through a visioning process that engages the organization and diverse external stakeholders.
Self-Awareness	We are able to develop a high degree of self-awareness around our own strengths and weaknesses and our impact on others. Our self-awareness enables us to moderate and self-regulate our behaviors to control and channel our impulses for good purposes.
Enabling	We all work to effectively empower and enable others to deliver the organizations goals through creating conditions of success. We passionately invest in others by developing their careers, not only their skills for the job. We provide freedom; demonstrate belief and trust provide appropriate support. We give more freedom and demonstrate belief and trust, underpinned with appropriate support.