**TERMS OF REFERENCES FOR DRIVER**

**1. Duties and Responsibilities**

* Drive and maintain an office car for daily official requirements, as well as for official visits to the project site and during donor visits.
* Arrange regular cleaning and maintenance services for the vehicle.
* Maintain an office vehicle clean and neat at all times.
* Update the fuel book and vehicle log book on time.
* Renew vehicle documents on time.
* Plan travel routes based on the road, traffic, and weather conditions.
* Carry out clerical tasks such as sorting, scanning, and making copies of official documents as required on behalf of employees.
* Collect, sort, and deliver outgoing or incoming official letters, publications, reports, or packages.
* Report to the management in terms of any movement of the vehicle
* Prepare vehicle movement order and update accordingly
* Any other tasks assigned by the Executive Director and Senior Officers.

#### ****2. Personal Qualities****

#### The Driver must be able to prioritize effectively and work accurately under time constraints. S/he must have the following:

* Good communication abilities, including speaking, and active listening.
* Effective organization and time management skills, like prioritization, multitasking, and planning
* Excellent customer service skills, including a personable and positive attitude.
* Punctual and Sincere

#### ****3. Qualifications****

* Minimum qualification of Grade 8 pass
* Added advantage for experience in relevant field

**4. Contract Duration**

The contract duration for the position is from 1st June 2023 to 31st December 2024. Possibility of extension based on performance.