Terms of Reference (ToR) for Driver (Light Vehicle)

Responsibilities

1. Responsible and accountable for motor transport service to the office and the staffs.
2. Follow orders issued by the Motor Transport Officer under Administration and Finance Department.
3. Report to the Motor Transport Officer.
4. Wherever required provide logistic support.
5. Avoid alcohol consumption and substance abuse.
6. Maintain and ensure good working condition of the vehicles at all time.

Competencies required

Should be;

- Resourceful, capable of making matured and independent decisions.
- Have high regard and respect for teamwork.
- Willing to work during odd hours and in remote places.
- Sensitive to gender, race, religion, ethnicity etc.

Qualification

- Age limit: 18-39 years during the time of application.
- Should be a driving license holder.
- Minimum of a class X passed.
- Be able to write and speak Dzongkha and English.

Selected candidates will be placed in BBS grade as per the service rule.

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