POSITION DETAILS

Position Title: Driver
Department: HR & Admin Unit
Reports to: HR & Admin Officer
Type of Contract: Undetermined Duration Contract (UDC)
Location of Work: Phnom Penh, Pact Cambodia office
Work Conditions: Full-time

JOB DESCRIPTION

Pact Overview
At the heart of Pact is the promise of a better tomorrow. A nonprofit international development organization founded in 1971, Pact works on the ground in nearly 40 countries to improve the lives of those who are challenged by poverty and marginalization. We serve these communities because we envision a world where everyone owns their future. To do this, we build systemic solutions in partnership with local organizations, businesses, and governments that create sustainable and resilient communities where those we serve are heard, capable, and vibrant.
Pact is a recognized global leader in international development. Our staff have a range of expertise in areas including public health, capacity development, governance and civil society, natural resource management, poverty, fragile states, monitoring and evaluation, small-scale and artisanal mining, microfinance and more. This expertise is combined in Pact’s unique integrated approach, which focuses on systemic changes needed to improve people’s lives.
Working in Cambodia since 1991, Pact has built Cambodian civil society and strengthened the capacity of institutions run by and for Cambodians to end poverty and injustice.

Department Overview
Pact is recruiting a Driver for a women’s economic empowerment and civic engagement project in Cambodia. This project will focus on supporting young women to access the knowledge, tools, and resources necessary to succeed as entrepreneurs, and to enable constructive civic engagement. The overall goal of the project is to see women and youth improve their socio-economic status.

Position Purpose
The Driver is a part of HR & Admin Unit and is responsible for the proper and safe utilization of the Pact’s vehicles and providing transportation to Pact’s employees, consultants, visitors and to do errands and deliver messages for Pact in Cambodia. The Driver will report directly to the HR & Admin Officer.

Key Responsibilities

- Ensure that all passengers in the car put the seat belts on before departure and/or while driving.
- Safely drive Pact’s employees, consultants, and other visitors on official trips.
- Responsible for day-to-day maintenance of the Pact vehicles including checking diesel fuel, oil, water, battery, breaks, tires etc.
- Perform minor repairs, facilitate major repairs with legitimate garages, and ensure that the vehicles kept clean and good parking at all times.
- Keep record daily mileage diesel fuel consumption, and other records associated with maintenance.
- Meet staff, consultants, and visitors at the airport and facilitate customs, immigration, and other formalities as appropriate if needs.
- Ensure that, in the case of an accident, Private Insurance company is contacted immediately and represent the interests of Pact in all claims with the private Insurance company and/or other parties.
- Make sure that the using of the vehicle follows Pact driving policy such mileage, fuel consumption and repair & maintenance are properly recorded into the logbook.
- Ensure that the safety policy is applied to all Pact’s vehicles
- Procure essential supplies and equipment as required.
- Assist HR & Admin Unit with clerical duties, as required, including getting quotations, photocopying, and communicating with relevant the government ministries, UN agencies, NGOs, and private companies.
• Assist in delivering reports, letters, mails to/from relevant ministries, NGOs, and other project stakeholders.
• Assist in paying the bills of utility, internet, telephone, etc... for Pact business.
• Transport support staff to banks, tax departments, NSSF office, and other organizations in city for Pact.
• Ensure that all electrical system is well functioning. Immediately fix any unusual qualities/defects and appearance.
• May be required to work overtime or on weekends or public holidays as requested by supervisor.
• Perform other related duties as required by supervisors and other senior staff.

Basic Requirements

• At least completion of High School study with other related study field is preferred.
• Official valid driver’s license.
• At least 2 years-experience in driving with NGOs or private sectors
• Demonstrated experience in working with suppliers and vehicle maintenance companies
• Experience in working with international visitors is advantage
• Thorough understanding safe driving techniques
• Familiarity roads and places in cities and provinces.
• Able to use office application such Word, Excel, Outlook, and google map app(s).

Preferred Qualifications

• Good knowledge of the Cambodia traffic Law/Signs, route map & road conditions in cities and provinces.
• Good knowledge of motor vehicle basic maintenance and handling.
• First Aid training certificate is advantage.
• Be able to communicate in English.
• Good communication and inter personal skills
• Client attitude and Good time management skills
• Ability to use of photocopy and scanner machine.
• Be able to work at flexible/extra times and traveling to provinces
• Willing to learn new skills.

Agreed by the Incumbent: ___________________________ Date: ____________
Approved by Supervisor: ___________________________ Date: ____________

Pact is an equal opportunity employer and does not discriminate in its selection and employment practices on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, genetic information, age, membership in an employee organization, or other non-merit factors.