

RENEW Microfinance Pvt. Ltd.

Terms of Reference

ToR of Driver

Overall Job Description

The Driver is responsible for driving the office vehicle in a manner that is safe, reliable and efficient. The following are the specific responsibilities of the driver:

- Drive/operate the vehicle in a manner that is safe, reliable and efficient.
- Carry out the errands of the office
- Observe and comply with all road safety regulations, health and safety regulations, RSTA Acts and RGoB rules and regulations.
- Carry out repairs and maintenance of the vehicle on a routine basis.
- Report to the immediate supervisor of any vehicle faults and necessary repairs.
- Maintain the logbook, movement orders, etc. on a daily basis and renew all necessary documents on time.
- Keep the vehicle clean and tidy at all times.
- Carry out any other works assigned by the Management.

Education & Experience Criteria

He/she must/should have:

- Must have a minimum of Class VIII pass with driving certification from a recognized driving institute.
- At least 3 years of driving experience.
- Valid RSTA approved driving license for light vehicle.
- Knowledge and experience in operating and maintaining a light vehicle.
- Ability to follow both written and oral instructions.
- No alcohol, drug or criminal record.

Person Specifications & Attributes

- Additionally, the following attributes are essential:
- Good personal hygiene and pleasant disposition
- Willingness to work a flexible schedule
- Consistent attention to travel and geographic details (location, time, weather etc.)
- High integrity

Other requirements

- Curriculum Vitae
- Copy of Academic Transcript of Class 8
- Letter of job experience
- Copy of Citizenship ID Card.
- Security Clearance Certificate (Approved online)
- Medical Fitness Certificate.
- Recommendation letters from non-family related referees

Employment Type

- Regular

Place Of Posting

- Head Officer