

DRIVER

Duty Station:	Peshawar
No of Positions:	09
Report To:	Deputy Director HR and Admin
Salary Package:	Equivalent to BPS 6 of KP Project Pay Policy
Job Description	

i) Overall Role

The role of Driver is to drive and maintain official vehicle, its log book and keep it in tidy and operating condition.

ii) Key Tasks

- Pick and drive staff and KPUMA guests to appointed destinations within given timeframes, as directed;
- Performing daily pre-trip and post-trip vehicle inspections to ensure that the vehicle is maintained in good condition;
- Ensure the safety of passengers through safe driving practices, including but not limited to:
 - using a seat belt and reminding passengers to use seat belts;
 - Driving within speed limits and in accordance with traffic regulations;
 - Avoid risky situations.
- Perform minor and routine maintenance on assigned vehicles when necessary;
- Identify and report repair and maintenance requirement to the Admin Officer;
- Ensure that periodic scheduled vehicle maintenance is completed and reported;
- Keep assigned vehicle(s) clean inside and outside;
- Prepare accident and incident reports as necessary;
- Maintain accurate, up-to-date records (logbook) on trip sheets, vehicle maintenance, fuel purchases, incident reports, accident reports, vehicle condition reports and other records that are requested from management;
- Assist passengers with carrying parcels and loading and unloading the vehicle; and
- Perform other related duties as required.

A. Position Requirements

i) Attainments

a) Qualification

At least matriculation (10th Grade) passed and possess valid driving licence.

ii) Core Competencies

- Good command on traffic rules and signage.
- Good driving record
- Demonstrated safe and courteous driving skills for both manual and automatic vehicles

- Understands basic hygiene requirement.
- iii) Circumstances**
- Age 20 - 40 years.
 - Urdu and Pashto.
 - Good health allows to work long and irregular hours (when required).