

AHAN Driver

Location: [Asia & Pacific] [Laos]

Town/City: Vientiane Capital

Category: Fleet

Job Type: Fixed term, Full-time

POSITION TITLE – AHAN DRIVER

PURPOSE OF THE POSITION

World Vision (WV) was awarded a multi-million EUR grant from the European Union (EU) to lead a consortium of partners to implement their Accelerating Health Agriculture and Nutrition (AHAN) project under pillar three of the EU Partnership for Improved Nutrition in Lao People's Democratic Republic (PDR). Consortium partners include World Vision Australia (lead) with 4 implementing partners: World Vision Laos, Agronomes et Vétérinaires Sans Frontière (AVSF), Green Community Development Association (GCDA) and the Burnet Institute.

The AHAN Project has the Overall Objective of creating supportive conditions for enhanced household nutrition through the following Outcomes: 1) Improved access to and availability of sufficient and/or diverse foods year round; 2) Improved dietary and care practices among Women of Reproductive Age (WRA, 15-49 years) and children under five years (CU5); 3) Reduced incidence of selected Water, Sanitation and Hygiene (WASH) related diseases/illnesses linked to undernutrition; 4) Improved gender equitable relations at the household level, particularly in decision-making and distribution of workload; and 5) Strengthened multi-sector coordination and support for nutrition. The project will be implemented across 12 districts in three provinces over 36 months.

For its part, AVSF is in charge of the agriculture and livestock component, with the objective of improving the availability and access to diversified food all year round, through support activities

for crop production (particularly rice production, market gardening and fruit farming) and animal husbandry (including poultry and cricket raising). As part of the support to livestock, AVSF will work on the establishment (or resumption of activity) of 124 Village Veterinary Workers (training, support). The project also includes activities to improve post-harvest practices such as storage and processing of products. AVSF will coordinate with GCDA who will support the marketing of products and with World Vision who will establish savings groups and support village millers.

- The position is responsible to transport office/project staff, guests and other official passengers to their destinations, such as WVL Projects, Provinces, Ministries, etc. safely, promptly, and securely. WVL driver's ensure the safety and security of their assigned vehicle and all the cargo therein. The driver will perform other tasks in the course of transporting passengers and cargo as and when needed. Perform maintenance work and all the vehicles. This position is also responsible for day-to-day messenger work as required. 3.2.2

MAJOR RESPONSIBILITIES

1. On given instructions, drive passengers and/or cargo to their destination safely, courteously and on time.
2. Clean the assigned and (or) all the vehicles before 8:00AM and maintain these in good running condition all the time.
3. Regularly inspect vehicle and recommend appropriate repairs or maintenance work to be done. Ensure changes of oil, regular body wash, tire and brake checks and other needed maintenance.
4. At the end of the day, park vehicle in designated place, secure and lock vehicle and endorse keys to supervisor unless other arrangements are made.
5. Perform simple trouble shooting and minor repairs. Recommend major repairs to

Supervisor and facilitates such repairs.

6. Take vehicles for maintenance and servicing.
7. Place logbooks in each car, record mileage in the logbooks for the every usage and write correct cost centers for charging.
8. Check Post Office box and when required.
9. Regular check up and make sure healthy to avoid accident
10. Deliver and receive documents from various ministries as and when needed.
11. Carry out any additional responsibilities and projects as assigned by the immediate supervisor.
12. Attend and participate in the staff meetings and other corporate functions.
13. May require work beyond office hours.

As per Personnel Policy Manual, WVL office hour is from 8:00 AM to 4:30 PM. To facilitate this, WVL Drivers must arrive at the office by 7:30 AM to check the car, clean the car, and fetch guests. (Office time: 7:30 am to 5 pm)

KNOWLEDGE, SKILLS AND ABILITIES

- Above average driving skills, able to drive cars, four-wheel drive trucks.
- With a good recommendation from previous employer.
- Ability to speak English would be a definite asset.

- Valid Lao PDR Driver's License with excellent driving record.
- Knowledge of all laws relating to the operation of motor vehicles in the Lao PDR.
- Knowledge of basic mechanics and vehicle maintenance requirements.
- Willingness to travel extensively including weekends.
- Ability to maintain accurate and current driving logs and vehicle maintenance records.
- Secondary level education or equivalent vocational training.
- Minimum of two years experience as a driver and/or car mechanics.

Interested candidates are invited to submit a **COVER LETTER** and **CV** to the address below. Please indicate the **POSITION TITLE**. Deadline for application is **03 November 2020**, however applicants are **encouraged to apply early** as applications will be reviewed on an ongoing basis and the position will close early if a suitable candidate is found.

Women are strongly encouraged to apply.

Full Job Description is available by contacting through email below

Mail: **People and Culture Department**

P.O. Box 312 Vientiane 01005

Email: [Siriphone Niradsay@wvi.org](mailto:Siriphone.Niradsay@wvi.org)

Website: www.wvi.org/laos

