

## Driver in CRHL Project

Location: [Asia & Pacific] [Mongolia]

Town/City: Zavkhan province

Category: Fleet

Job Type: Fixed term, Full-time

### VACANCY ANNOUNCEMENT

Job title: Driver in Climate Resilient Herders Livelihood Project

Location: Uvs Province

Full/Part time: Full-Time

Fixed term/Temporary: Fixed term

Deadline for application: October 1, 2021

### PURPOSE OF POSITION

Main purpose of this position is to provide automobile service to World Vision staff for business purpose, to take responsibility of car maintenance and ensure safety of staff.

### MAJOR RESPONSIBILITIES

Vehicle maintenance

? Ensure that all vehicles are equipped with all needed tools and spares, including but not

limited to jack, spare tires, tools, fire extinguisher, and comprehensive first aid and safety kit.

? Ensure there is adequate fuel in the vehicle tanks and that levels are never allowed to get so low that residue from the tank bottom is sucked into the fuel line.

? Maintain service records on vehicles and keep updated the vehicle log records.

? Load and unload any World Vision International Mongolia goods as needed or requested.

? Develop appropriate preventative maintenance schedules for the vehicle and ensure strict adherence to approved procedures. Daily check the functioning of vehicle equipment (including tires) and replace faulty safety equipment immediately

#### Quality assurance

? Transport passengers and goods safely to the designated location.

? Responsible at all times for the security and safety of the vehicle and its passengers.

? Periodically assess vehicle petrol and oil consumption to ensure it is within proper operational specifications. If not, determine if the discrepancy is due to the manner vehicle is driven, the nature of its use, or because the vehicle requires service.

? Keep the vehicle a No smoking and No alcohol area.

? Protect the interior of the vehicles against any damages caused by wrong handling of luggage or refrain from carrying items in the vehicle that may cause an undesirable smell.

? Avoid water entry to the vehicle.

? Ensure proper vehicle management policies are followed. Report all safety or use

concerns.

? Undertake medical exams and eye testing as required by management to maintain safe driving capacity.

? Keep the vehicle insurance certificate copy and registration papers in the vehicle, do the needed daily service and daily clean the inside and outside of the vehicle.

? Report to Supervisor immediately any unsafe or difficult road conditions, road closures, security incidents, or any other information considered important.

? Ensure that the World Vision vehicle management policy is followed.

? Secure the safety of vehicles for overnight parking and follow assigned space according to World Vision Office or project guidelines.

Others

? Maintain good working relationships with passengers and vendors.

? Attend and participates in World Vision International Mongolia operational and devotional meetings.

? Perform other duties as assigned by the supervisor.

## KNOWLEDGE, SKILLS, AND ABILITIES

*Minimum education, training, and experience requirements to qualify for the position*

? Has experience of driving for last 5 years and more

? Has B, C and D categories of driving

? Has ability to maintain a car

? Demonstrate knowledge of car engine maintenance, car engine parts and mechanical skill.

? Knowledge of driving signs and able to read a map

? Possess a valid driver's license and no record of traffic violations.

? Knowledge of First Aid and CPR.

? Excellent interpersonal skills, leadership skills, demonstrated ability to work as a good responsible player of a team.

? Trained and qualified driver with at least five years driving experience

Please send the below documents to [recruitment\\_mongolia@wvi.org](mailto:recruitment_mongolia@wvi.org)

? Application Form

? Copy of Diploma(s)

? Copy of ID card

Phone: 70155323 – 124, 125 and 128

Note: Only short-listed candidates will be contacted for further process.

