

Main Responsibilities

To drive PHF vehicles safety and in accordance with set policy standard and to compile all the relevant records and documentation as required

Tasks

- Maintain vehicle logs sheets on a daily basis with every trip being logged and signed for.
- Drive vehicle safely as per the needs of staff and the PHF office in accordance with PHF policies.
- Ensure the cleanliness of the vehicle inside and out each day.
- Follow the PHF driver guidelines and ensure the safety of passengers at all times.
- Work shifts /schedules as assigned by supervisor – this will include day duties, night duties and weekend duties as assigned.
- Make a daily check of the vehicle as per the PHF vehicle checklist. Keep records of minor repairs and maintenance completed.
- Ensure that vehicle’s repair & maintenance work is done in a timely manner by reporting it to their supervisor.
- Exhibit at all times appropriate behavior through language, attitude, dress code and hygiene.

Safety

- Drive calmly and within the traffic regulations of Pakistan.
- All drivers and passengers in the car should wear a seat belt at all times. Drivers should request that passengers buckle their seat belts.
- Drivers should always drive with the doors locked. When PHF staff enter the car the doors should be relocked.
- Drivers observe appropriate behavior at checkpoints – slowing, turning off headlights, behaving politely. Drivers should never argue with police or others.
- Keep in close communication with their supervisor regarding any night driving outside Islamabad or driving into areas considered potentially unsafe.
- Ensure that all minor and major road/ security incidents are immediately reported to supervisor.
- Always drive within the official speed limit of the road.
- Always use proper signals and staying in designated lanes.
- Never pass unless completely safe to do so.
- Ensure the safe loading and unloading of passengers

Other

Perform other duties, as necessary and/or as requested

Collects and delivers mail, and other communications from and to the post office, government agencies and other institutions

Carry out banking/financial and other office out-door messengerial duties

Represent PHF positively and professionally in both internal and external relations and situations.

Person Specifications:

Education / Qualification

- School completion certificate.
- Has valid, current driving license with a clean driving record.

Experience

- 3- 5 years driving experience with organisations. INGO experience in Islamabad is preferable.
- Good working knowledge of all major road networks in Islamabad, Lahore, Peshawar and surrounding areas.

Skills Required

- Ability to understand and follow the instructions/directions.
- Regular, punctual and courteous.
- Good spoken and written English.
- Understanding of basic vehicle maintenance.
- Good verbal and writing skills.

Note

List of responsibilities, professional and personal skills are considered indicative and not exhaustive; actual duties may differ or change depending on PHF priorities at the time.

How to apply

The position is for fixed-term contract of 1 year with a probationary period of 3 months. The further employment is subject to performance and the continued availability of funds.

Candidates who are interested with the position provide their CV with a cover letter and reference list not later than September 16th, 2020 to Email: hr.info2021@gmail.com