

Scope of Services

Position:	Office Driver
Division:	Management
Reports to:	Manager- Administration and HR
Band:	A
Position Objective	
The Office Driver, in functional supervision of Administration Specialist, is responsible for driving office vehicles for official purposes whilst maintaining cleanliness and functionality of vehicles in order to fulfill MCA-Nepal's travel needs to meet its project objectives.	

Duties and Responsibilities
<ul style="list-style-type: none">● Drives MCA-Nepal office staff and guests ensuring safety and security of passengers in support of daily operational requirements of the office and its programs;● Maintains the cleanliness and functionality of vehicles, reporting any damage or needs for repair and maintenance and ensures that the vehicles are ready for use;● Ensures Log of vehicle use, gasoline consumption, and mileage to ensure that vehicles – considered organizational resources – are responsibly used and to support monitoring and audit activities;● Remains aware of work schedules and work plans along with general traffic conditions to ensure effective and efficient driving support is provided to office staff;● Provides other operational support as and when needed by the organization.

Position Requirements (<i>Education, Experience, Technical Competencies</i>)
<ul style="list-style-type: none">● Professional driver's license;● Proficiency in English;● Attention to detail with problem-solving attitude;● Experience of providing office assistance support is a plus;● Ability to process documents independently is preferred;● Experience of driving 4WD in remote areas of Nepal is preferred.

This Position Description is subject to revisions/updates as necessary to ensure alignment to the organization's strategic direction and structure. Revisions to the description are subject to applicable Human Resources policies and procedures, and official versions of each Position Description are maintained by Human Resources.