



## MILLENNIUM CHALLENGE ACCOUNT NEPAL (MCA-NEPAL)

### Scope of Services

<b>Position:</b>	Office Driver
<b>Division:</b>	Management
<b>Reports to:</b>	Manager- Administration and HR
<b>Band:</b>	A
<b>Background &amp; Project Description</b>	
<p>Millennium Challenge Compact was signed on September 14, 2017 between the United States of America, acting through the Millennium Challenge Corporation (MCC), a United States government entity, and the Federal Democratic Republic of Nepal, acting through its Ministry of Finance. The Compact aims to increase the availability and reliability of electricity, maintain road quality, and facilitate power trade between Nepal and India helping to spur investments, and accelerate economic growth. The Compact Agreement is currently in implementation stage, and is valid for a period of five years from the date of Entry-Into-Force (EIF), i.e. 30 August 2023.</p> <p>Pursuant to the aforementioned agreement, the entity charged with implementing the project has been established as the Millennium Challenge Account (MCA) Nepal entity. This position will assume a strategic role in the success of MCA-Nepal.</p>	
<b>Position Objective</b>	
<p>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.</p>	
<b>Duties and Responsibilities</b>	
<ul style="list-style-type: none"><li>• 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;</li><li>• 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;</li><li>• 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;</li><li>• 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;</li><li>• Provides other operational support as and when needed by the organization.</li></ul>	

***For more information:***

Millennium Challenge Account Nepal (MCA-Nepal)  
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### **Position Requirements** (*Education, Experience, Technical Competencies*)

- 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.

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