



POSITION DESCRIPTION

Position Title: Office Driver
Duty Station: Nepalgunj with frequent field visit.
Position Category: Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> AND Regular <input checked="" type="checkbox"/> Temporary <input type="checkbox"/>
Salary Level: Level S2
Current Employee: N/A

BACKGROUND:

Mercy Corps is an international, non-governmental humanitarian relief and development agency that exists to alleviate suffering, poverty and oppression by helping people build secure, productive, and just communities. Mercy Corps works in more than 40 countries and has been present in Nepal since 2005. In Nepal, Mercy Corps works to build the absorptive, adaptive, and transformative potential of vulnerable individuals and communities across the country. Through a systems-based approach to market development, financial services access, disaster risk reduction, climate change adaptation, and youth engagement, Mercy Corps builds resilience among target communities.

PROGRAM/DEPARTMENT SUMMARY:

The operations department is committed to implementing and maintaining the highest standards of efficiency and integrity in daily administration, logistics, procurement, HR, asset management and IT for field offices Nepal. The overriding objective for all Mercy Corps operations activities are the prompt and effective provision of on-time solutions Mercy Corps' beneficiary populations in compliance with Mercy Corps' and donor policies, procedures, regulations and specifications. The Office Driver will work within the Logistics department of Operational Support structure, committed to provide reliable and compliant support to program activities in order to achieve efficient service to program beneficiaries.

GENERAL POSITION SUMMARY:

The office driver will provide safe, transport services for MC PAHAL program and support staff. The office driver will adhere to all traffic and MC safety rules and follow the transport guidelines required by the MC Operations department. The office driver must also adhere to MC-Nepal Safety and Security SOP # 1: Vehicle Use and Road Safety, which is attached to this Position Description.

CORE ESSENTIAL JOB FUNCTIONS:

- Operate MC vehicles for MC staff as assigned by supervisor;
- Maintain vehicle log-sheets in accordance with MC policies/regulations;
- Check the vehicle conditions on regular basis – report needs and problems to transport management;
- Adhere to all safety and communication protocols as advised by Mercy Corps and supervisor;
- Responsible for the safekeeping of all vehicle equipment, tools, first aid kits, spares etc.;
- Keep the vehicle ready, clean and on standby – ready for use at all times;
- Assist, as required, with logistics in the daily workloads;



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- Cooperate and be of assistance to staff and visitors – assist in troubleshooting potential problems during daily business;
- Report all maintenance needs of the vehicle to Logistics Officer on a regular basis;
- Undertake field assignments as assigned;
- Adherence to all MC policies and procedures as outlined in MC policies and procedure manuals;
- Work extra hours as required by office and often in weekends too.
- Conduct himself/herself both professionally and personally in such a manner as to bring credit to Mercy Corps and to not jeopardize its humanitarian mission in country of operation;
- Maintain presentable appearance at all times, including the wearing of formal trousers and collared shirt;
- Other duties as assigned by Direct supervisor, Regional Field Coordinator and Operations Manager.

ACCOUNTABILITY: Administrative and Logistics Officer, Regional Field Coordinator, Operation Manager, MC Rules and Regulations.

SUPERVISORY RESPONSIBILITY: None.

REPORTS DIRECTLY TO: Administrative and Logistics Officer, Nepalgunj.

WORKS DIRECTLY WITH: Co-ordinates with Mercy Corps PAHAL program and operations staff in the office.

KNOWLEDGE AND EXPERIENCE:

- At least Grade 8.
- At least 2 years of experience in driving 4X4 vehicles in I/NGO sector.
- Valid driver license and experience driving 4x4 vehicles.
- Must respect and adhere to all safety and traffic rules.
- Basic understanding of English and fluency in all local languages is required.
- Knowledge of routes, duty stations, project areas, I/NGO and diplomatic community is required.

SUCCESS FACTORS:

- Sound knowledge in maintenance of minor problems in vehicle.
- Able to demonstrate gentle manner with guests and staff while offering vehicle movement facility.
- Able to provide services as per need of work.

SIGNATURES:

Employee

Date

Supervisor

Date



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Chief of Party

Date



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Mercy Corps Nepal Safety & Security Standard Operating Procedures (SOPs)

1. Vehicle Use and Road Safety

Cars and Light Trucks

- a) **Seatbelts:** All drivers of, and passengers in, vehicles owned or leased by Mercy Corps Nepal (MC-N) must wear seatbelts while the vehicles is in use.
- b) **Alcohol/ Drugs:** Driving vehicles owned or leased by MC-N under the influence of alcohol or drugs is strictly prohibited, and is grounds for termination.
- c) **Mobile Phones:** Drivers of vehicles owned or leased by MC-N are not permitted to use mobile phones while driving.
- d) **Drivers:** Whenever possible, vehicles owned or leased by MC-N should be operated by professional drivers employed and trained by MC-N with substantial driving experience, some mechanical knowledge, and a valid Category B driver's license. Where vehicles are leased temporarily, a driver employed by a vehicle leasing company may be used. In cases where work-related travel is required but no driver is available, MC-N vehicles may be operated by MC-N staff members with a valid Category B driver's license and knowledge of the route to be traveled.
- e) **Personal Use:** Personal use of vehicles owned or leased by MC-N is not permitted.
- f) **Daily Drivers Checks:** Drivers employed by MC-N are required to perform daily vehicle checks on the vehicles they operate. These checks should include: fuel (at least ½ tank full); vehicle cleanliness; engine oil level; spare wheel/ tire; jack, wheel brace, and other tools required for changing a wheel; tow-rope; first-aid kit; safety equipment (fire extinguisher, flashlight); spare light bulbs; vehicle file; screwdriver; and, spare fuses. Daily checks should also confirm that the following are in working order: wiper; lights; horn; brakes; flashlight; and, seatbelts.
- g) **First Aid Kits:** As per f) above, a first aid kit must be carried in every vehicle owned or leased by MC-N. Please refer to Safety & Security SOP # 2, *First Aid and Fire Safety*, for the contents of this kit.
- h) **Safety Equipment:** As per f) above, fire extinguishers and a flashlight with spare batteries should be kept in all vehicles owned or leased by MC-N.
- i) **Vehicle Files:** All vehicles owned or leased by MC-N must carry a vehicle file. This file should contain: MC-N Constant Companion; vehicle log sheets; pen; insurance documentation; registration documentation; proof of ownership; MC-N fact sheet; lease agreement (for leased vehicles only); and, maps of project districts.
- j) **Driving Times:** Unless expressly authorized by the Country Director, Deputy Director, or a Project Manager, no vehicles owned or leased by MC-N should be operated before 6:30 a.m. or after 6:30 p.m.
- k) **Maximum Speed Limits:** Vehicles owned or leased by MC-N should not be operated at speeds exceeding 40 km/ hour in residential areas and 65 km/ hour in non-residential areas.

Motorcycles

- a) **Helmets:** All drivers of, and passengers on, motorcycles owned or leased by MC-N must wear helmets while the vehicle is in operation.
- b) **Passengers:** In addition to the driver, only one (1) passenger may ride on a motorcycle owned or leased by MC-N at any given time.



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- c) **Drivers:** Drivers of motorcycles owned or leased by MC-N must be employees of MC-N with a valid Category A driver's license.
- d) **Personal Use:** Personal use of motorcycles owned or leased by MC-N is not permitted.
- e) **Daily Drivers Checks:** Employees operating MC-N motorcycles should perform routine checks before operating the vehicle. These checks should include: fuel (at least ½ tank full); first-aid kit; spare light bulb; and, vehicle file. Checks should also confirm that the following are in working order: headlight; horn; and, brakes.
- f) **Alcohol/ Drugs:** Operation of motorcycles owned or leased by MC-N while under the influence of alcohol or drugs is strictly prohibited and is grounds for termination.
- g) **Mobile Phones:** Employees driving motorcycles owned or leased by MC-N are not permitted to use mobile phones while driving.
- h) **First Aid Kits:** As is the case for cars and light trucks, a first aid kit must be carried with every motorcycle owned or leased by MC-N. Please refer to Safety & Security SOP # 2, *First Aid and Fire Safety*, for the contents of this kit.
- i) **Vehicle Files:** As is the case for cars and light trucks, each motorcycle owned or leased by MC-N must carry a vehicle file. This file must contain: MC-N Constant Companion; vehicle log sheets; pen; insurance documentation; registration documentation; proof of ownership; MC-N fact sheet; lease agreement (for leased vehicles only); and, maps of project districts.
- j) **Driving Times:** Unless expressly authorized by the Country Director, Deputy Director, or a Project Manager, no vehicles owned or leased by MC-N should be operated before 6:30 a.m. or after 6:30 p.m
- k) **Maximum Speed Limits:** Motorcycles owned or leased by MC-N should not be operated at speeds exceeding 40 km/ hour in residential areas and 65 km/ hour in non-residential areas.

Heavy Trucks

MC-N employees are not permitted to operate heavy trucks required for work-related purposes. In the event that a heavy truck is required, it must be rented with a driver possessing substantial, regular heavy vehicle driving experience and a Category G driver's license.