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OFFICE DRIVER

About Mercy Corps

Mercy Corps is a leading global organization powered by the belief that a better world is possible. In disaster, in hardship, in more than 40 countries around the world, we partner to put bold solutions into action helping people triumph over adversity and build stronger communities from within. Now, and for the future. Mercy Corps has been operating in Nepal since 2005, implementing programs in food security, agriculture, market development, financial services, girl's education, climate change adaptation and disaster risk reduction. We take a systems-based approach in our programming, with the aim of improving the lives and potential of vulnerable individuals and communities across Nepal.

Program / Department Summary

Mercy Corps Nepal has been implementing BHAKARI program funded by USAID's Bureau for Humanitarian Affairs since October 1, 2020 with a goal to enhance food and nutrition security, reduce future humanitarian caseload, and improve the resilience of communities to recurrent shocks in 6 districts (Mugu, Jumla, Kalikot, Surkhet, Achham and Dailekh, with cluster hubs in Surkhet and Jumla) in the Karnali River Basin area. The Bhakari program is somewhat built upon many of the successes of the Nepal team's previous Food for Peace program which ended in January 2020, the PAHAL program, but with some new districts and a much heavier emphasis on emergency response. It includes program components of agriculture and market systems, disaster risk reduction, water for productive use, natural resources management, and a large emphasis on a gender and social inclusion approach, all with a highly integrated multi-sectoral approach.

General Position Summary

The Office Driver will provide safe and reliable transport services for BHAKARI Program. The Office Driver should have experience of routes, road situation, driving experience in Karnali and Sudurpashchim Provinces. The Office Driver will adhere to Mercy Corps Field Fleet Management Policy, Field Operation SOP, Fleet Safety SOP, Personal Vehicle Usage Policy for Expatriates, and follow all traffic and safety rules and regulations as per Government of Nepal transport guidelines. The Office Driver must also adhere to MC-Nepal Safety and Security Management Plan and SOP for First Aids and Fire Health, Incident reporting, Vehicle Use Road Safety which is attached to this Position Description.

Essential Job Responsibilities

The specific duties and responsibilities of the Office Driver are as following:

- Operate Mercy Corps vehicles and undertake field assignments as assigned by the Supervisor.
- Ensure with Supervisor before running the vehicle about the de-briefing of the trip, destination, number of passenger travelling. Ensure that all passengers, Mercy Corps staff and others, wear seatbelts at all time when the vehicles are in motion.
- Schedule vehicle use to meet programmatic and operational needs in coordination with Supervisor.

Hiring organization

Mercy Corps

Employment Type

Full-time

Salary Grade

S2

Job Location

Jumla, Nepal

Valid through

20.06.2022

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- Understand the operations and maintenance requirements of Mercy Corps vehicles in order to safely drive the vehicles.
- Maintain vehicle log-sheets in accordance, files, documents and checklist with Mercy Corps policies/regulations and ensure on time submission of log-sheet to Supervisor.
- Ensure the vehicle annual registration and annual vehicle insurance are done on time.
- Responsible for monthly compilation and submission of log sheet, fuel consumption report to the Admin and Log Officer.
- Complete periodic vehicle maintenance checks according to schedule established by and agreed upon with the Admin and Log Officer.
- Report all maintenance needs of the vehicle to the Supervisor on a regular basis.
- Ensure general management of all Mercy Corps vehicles in cooperation with the Admin and Logs Officer.
- Ensure all Mercy Corps Vehicles are in clean and in safe operating conditions at all times.
- Check the condition of the vehicle after each trip/routinely – report maintenance needs and problems as required to the Admin and Logs Officer.
- Adhere to the safety and communication protocol as advised by Mercy Corps standards
- Ensure all vehicle equipment's i.e. tools, first aid kits, and spare parts, etc. are safe and in usable condition;
- Deliver and pick up materials and documents at offices and business as required by Mercy Corps staff and visitors, under the direction of the Admin and Log Officer.
- Assist, as required, with Admin and Logs Officer in the office daily workloads-utilities payment, meeting with official personnel and visitors as and when instructed by the supervisor.
- Exhibit proactiveness to carry out for any unforeseen works.
- Work extra hours as required by the office and often on weekends; flexibility allowed on other days.

SECURITY

- Ensure compliance with security procedures and policies as determined by country leadership.
- Proactively ensure that team members and community operate in a secure environment and are aware of policies.

Accountability to Program Participants

- Mercy Corps team members are expected to support all efforts toward accountability, specifically to our program participants and to international standards guiding international relief and development work, while actively engaging participating communities as equal partners in the design, monitoring and evaluation of our field projects.
- Team members are expected to conduct themselves in a professional manner and respect local laws, customs and MC's policies, procedures, and values at all times and in all in-country venues.

Others

- Mercy Corps as a humanitarian agency is expected to respond as and when crisis and humanitarian situation engulfs. As an MC employee all staff are expected to be part of humanitarian and emergency response in addition to

their regular roles and responsibilities.

- Create and sustain a work environment of mutual respect where team members strive to achieve excellence.
- Conduct themselves both professionally and personally in such a manner as to bring credit to Mercy Corps and not to jeopardize its humanitarian mission.
- Other duties as assigned by their supervisor and or Country Director.

Supervisory Responsibility

Supervisory Responsibility: N/A

Reports Directly to: Administration and Logistics Officer- Jumla

Knowledge and Experience

Requires a professional certification, license or technical coursework with education up to Grade 8 or above.

At least 2-3 years of experience in driving 4X4 vehicles.

Valid driving license, renewed and experience driving 4x4 vehicles and well knowledge of traffic rules and regulations.

Knowledge of routes, road situation, duty stations and driving experience in Kathmandu Valley and knowledge of route to Karnali Province and Sudurpaschim Provinces.

Must respect and adhere the Mercy Corps MC-Nepal Safety and Security Management Plan and SOP for First Aids and Fire Health, Incident reporting, Vehicle Use Road Safety

Basic understanding of English and fluency in all local languages is required.

Responsible, trustworthy, and punctual.

Ability to read, write, and speak in Nepali and English is desired.

Ability to properly fill out log sheets is a must.

Ability to work effectively with an ethnically diverse team in a sensitive environment.

Expected to work beyond work hours and or on the weekends if required- allowed flexibility on the other days.

Success Factors

The successful Office Driver will ensure the vehicle is well managed and staff and office assets are transported safely to the required destination. They will also be presentable and in office casuals at all times. The Office Driver as per the nature of the job might be expected to work beyond work hours and or in the weekends. The most successful Mercy Corps staff members have a strong commitment to teamwork and accountability, thrive in evolving and changing environments and make effective written and verbal communication a priority in all situations. The Office Driver should have good knowledge in maintenance of minor problems in vehicle. The Office Driver should demonstrate gentle manner with guests and staff while offering vehicle movement facility. The Office Driver should be able to provide services as per need of work.

Ongoing Learning

In support of our belief that learning organizations are more effective, efficient and relevant to the communities we serve, we empower all team members to dedicate 5% of their time to learning activities that further their personal and/or professional

growth and development.

Diversity, Equity & Inclusion

Achieving our mission begins with how we build our team and work together. Through our commitment to enriching our organization with people of different origins, beliefs, backgrounds, and ways of thinking, we are better able to leverage the collective power of our teams and solve the

world's most complex challenges. We strive for a culture of trust and respect, where everyone contributes their perspectives and authentic selves, reaches their potential as individuals and teams, and collaborates to do the best work of their lives.

We recognize that diversity and inclusion is a journey, and we are committed to learning, listening and evolving to become more diverse, equitable and inclusive than we are today.

Equal Employment Opportunity Mercy Corps is an equal opportunity employer that does not tolerate discrimination on any basis. We actively seek out diverse backgrounds, perspectives, and skills so that we can be collectively stronger and have sustained global impact. We are committed to providing an environment of respect and psychological safety where equal employment opportunities are available to all. We do not engage in or tolerate discrimination on the basis of race, color, gender identity, gender expression, religion, age, sexual orientation, national or ethnic origin, disability (including HIV/AIDS status), marital status, military veteran status or any other protected group in the locations where we work.

Safeguarding & Ethics

Mercy Corps is committed to ensuring that all individuals we come into contact with through our work, whether team members, community members, program participants or others, are treated with respect and dignity. We are committed to the core principles regarding prevention of sexual exploitation and abuse laid out by the UN Secretary General and IASC. We will not tolerate child abuse, sexual exploitation, abuse, or harassment by or of our team members. As part of our commitment to a safe and inclusive work environment, team members are expected to conduct themselves in a professional manner, respect local laws and customs, and to adhere to Mercy Corps Code of Conduct Policies and values at all times. Team members are required to complete mandatory Code of Conduct e-learning courses upon hire and on an annual basis.