

Position Title: Driver

Status: Full-time 1-year contract with a possibility of extension up to 4 years, 6 months probation period

Location: Thimphu, Bhutan

Type of Work: In-person

Eligibility: Bhutanese candidates

Salary: Nu. 25,000

Summary:

The International Development Institute (IDI) at Humber College is seeking a full-time Light Vehicle Driver for its project in Bhutan.

Responsibilities:

- Drive office vehicles for transporting authorized personnel for meetings, field visits, and other office-related errands with top priority given to the safety of all passengers.
- Maintain vehicle logbooks to record all official trips, daily mileages, fuel consumption, oil changes, etc.
- Renew vehicle insurance, blue book, and roadworthiness and perform vehicle emission tests on time.
- Notifying managers/supervisors of need schedules and performing periodic maintenance services and tune-ups.
- Make deliveries of parcels, documents, etc., between the office and other offices and institutions
- Make minor purchases and collect urgent purchases from local suppliers as requested.
- Meets official personnel at the airport.
- Deal effectively and tactfully with officials and visitors.
- Take care of the day-to-day maintenance of the assigned vehicles and ensures that vehicle is kept clean.
- Ensure proper day-to-day maintenance of the vehicle through timely repairs, arrangements for major repairs, timely changes of oil, check of tires, brakes, car washing, etc.
- Ensure that the steps required by rules and regulations are taken in case of an accident.
- Apply good judgment in the context of assignments given.
- Perform other duties as assigned.

Qualifications, Competencies & Skills:

- Minimum qualification grade VIII or equivalent
- Driver training with a valid driver's license.
- Basic communications skills in English
- Fluency in Dzongkha and other local languages.
- Bhutan citizen
- Minimum 5 years' experience as a driver with a safe driving record is required.
- Experience in driving a variety of makes and models of vehicles, including vans and other kinds of motorized vehicles is required.
- Sound knowledge of road safety rules and regulations.
- Working knowledge of local roads and routes.
- Excellent driving skills.
- Punctual and reliable.
- Flexibility to work outside normal working hours.
- Good people skills to work with international clients.

Method of Application:

Interested candidates should submit their application with the following documents to the email address **IDicareers@humber.ca** with the title of the position in the subject line. The deadline for receiving applications is 9th June 2023 at 5 p.m. For further queries, contact idicareers@humber.ca.

Mandatory document to be submitted

1. Latest updated Curriculum Vitae (CV).
2. Name of three references (professional and/or academic only).
3. Copy of academic transcripts as per the announcement
4. Copy of Citizenship Identity Card.
5. Copy of valid Security Clearance Certificate.
6. Any other relevant documents and certificate