



Network Activities Group (NAG)

No.31(A-1), Mya Hnin Si Street, 27-Ward, Rose Park (3), North Dagon Township, Yangon, Myanmar.
Tel: 09-450694361~5, Fax: 01 8010233, Email: info@nagmyanmar.org , Web: www.nagmyanmar.org

VACANCY ANNOUNCEMENT

Reference No: NAG/HR-VA-073/2019

Office Driver - Yangon

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| Project Title | Network Activities Group |
| Country | Myanmar |
| Position | Office Driver – 1 post |
| Duration | 12 months (possibility to extend, depending on project needs and staff's performance annually) |
| Location | Yangon Based |
| Applications closing date | 10 December 2019 |
| How to apply | Submit application together with 1) cover letter explaining why you would be a good fit for this role, 2) CV detailing relevant experience and qualifications, 3) recent photos and contact details for two relevant references to nag.hr.recruitment@gmail.com or address – “Recruitment Unit, Network Activities Group (NAG) No.31(A-1), Mya Hnin Si Street, 27-Ward, Rose Park (3), North Dagon Township, Yangon. Phone: 01 8010233, 09 450694361~5.” |
| Note | Only short-listed candidates will be invited for interview. Telephone inquires will not be responded. We are not obliged to return all received application. (Please do not send original documents as they will not be returned) |

1. Organization Background

Network Activities Group (NAG) works towards achieving a peaceful, prosperous and sustainably developed society that values equity and diversity. NAG facilitates social and economic development through collaborative, community-driven projects focused on empowering communities, strengthening civil society and promoting good governance. NAG works effectively across organizations, sectors and borders. Its strength is its ability to create inclusive networks and partnerships that ensure the self-determined needs of poor and vulnerable communities are met.

2. The Role

The Office Driver will perform as a key resource to NAG's transportation process. He/she will have overall responsibility for daily transport tasks for the assigned office/project, etc.

3. Responsibilities

- Drives the assigned motor vehicle and provides transportation service to expatriate/visitors/staff
- Accurately register all trips, including daily mileage and fuel, on the vehicle log sheet



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- Perform daily maintenance of the assigned vehicle, checking oil, water, battery, brakes, tyres, petrol etc.
- Ensure all NAG office vehicles are well maintained and organize prompt and appropriate repairs when required and personally check vehicle after servicing for effectiveness to ensure good running conditions
- Ensure that NAG vehicles are secure at all times
- Responsible to report any accidents or security incidents involving the vehicles including thefts or damage to the vehicle
- Daily cleaning of the vehicle both interior and exterior
- Meet and collect official NAG visitors at the airport and facilitate with immigration if required
- Follow all driving rules, regulations and procedures as per NAG Vehicle Policy.
- Deliver official mail, packages and other items as requested
- Support NAG with purchase of office supplies, stationery, and miscellaneous items as required by the team, and handle electricity bill and small payments
- Provide logistics support for NAG Trainings and Workshops in coordination with the Program team and Admin Officer/Logistics officer
- Any other duties as required by the Supervisor, including assisting project or administration activities as required

Safety and Security

- Promote a safe and secure work environment; foster a safety and security culture; and ensure
- consistent application of, and compliance with NAG safety and security policies and procedures

4. Requirements

Education:

- Completion of secondary school education with basic knowledge of auto mechanics

Skills and Experiences:

- Minimum 3 years of experience as a driver, knowledge and especially driving on very difficult road/path condition.
- Must have a valid driving license, driving skills and good communication skills
- Safe driving record; very good knowledge of driving/local traffic rules and regulations and skill in minor vehicle repair
- Ability to remain focused when pressure with a commitment to work hard and for long hours
- Ability to negotiate with different persons having different agendas
- Ability to assess security hazards; and strong problem-solving skills

Language :

- Ability to communicate in English and Myanmar effectively

Competences:

- Possesses Humanitarian Ethical Standards
- Possesses Humanitarian Accountability Standards
- Demonstrate openness to change and ability to manage multi-tasks
- Ability to work independently and working as a part of the team
- Ability to work under pressure



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5. Management/collaboration

Under the overall authority of Chief Executive Officer of the Network Activities Group, collaboration and guidance from the Admin & HR Manager, the direct supervisions of Senior Logistics Officer (Yangon, NAG), the Office Driver will report directly to Senior Logistics Officer and he will have to follow the NAG Logistics policy and closely work with the Logistics department and other departments from NAG Yangon.

6. Contract terms

The contract will be for a period of 12months (with 3 month probation), with the possibility of extension based on project requirements and performance annually.