**VACANCY ANNOUNCEMENT**

The Bhutan Kidney Foundation is pleased to announce vacancy as mentioned below for immediate appointment.

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| **Position Title** | **Slots** | **Minimum qualification requirement** | **Contract Duration** |
| Driver | 1 | Class VIII pass with Certificate in driving with driver’s license for Light Vehicle and Coaster Bus. | 2 years (The contract duration for the position is from 1st January 2025 to 31st December 2026. Possibility of extension based on the performance). |

**A candidate must:**

1. Be a Bhutanese citizen.
2. Have attained at least 18 years of age but not more than 40 years.
3. Meet the minimum qualification requirements.

**Documents required to be submitted:**

1. Original Academic Certificates and Mark sheets/Experience certificate(s)/documentary evidences(s) to confirm of having relevant work experience (Clear Copy: only for those who have work experience).
2. Valid Security Clearance Certificate (approved online).
3. Valid Medical Fitness Certificate (valid for 6 months from the date of issue of certificate).
4. Valid Citizenship Identity (Clear Copy).
5. Audit Clearance Certificate, if employed

The candidates are requested to apply on or before **04:00 pm** of **27th December, 2024 via email** [programme@bkfbhutan.org](mailto:programme@bkfbhutan.org) **or submit it in hardcopy.** For further information, please contact the **Admin Assistant at 17588568** during office hours and kindly note that only shortlisted candidates will be contacted for the interview.

**Note:**

Applicants with incomplete documents or incomplete information will be directly rejected during the time of scrutiny.

1. In-service candidates must produce No Objection Certificate from the Parent/Working Agency within 5 working days after the selection interview, if selected.
2. Please provide at least a reference check details from the last organization employed.

**POSITION PROFILE**

**1. JOB IDENTIFICATION**

**Position Title** : Driver

**Position Level** : 10

**Employment Duration** : 2 Years contract without contract allowance (extendable based on performance and service requirement in the Foundation).

**2.** **MAIN PURPOSE OF THE POSITION:**

The primary responsibility of the position is to drive Foundations pool vehicle (Light and coaster bus) and maintain records of the designated pool vehicle on daily basis.

**3.** **GENERAL ROLES AND RESPONSIBILITIES:**

1. Drive and maintain an office car for daily official requirements, as well as for official visits to the project site and during donor visits.
2. Arrange regular cleaning and maintenance services for the vehicle.
3. Update the fuel book and vehicle log book on time.
4. Prepare vehicle movement order and update accordingly.
5. Renew vehicle documents on time.
6. Plan travel routes based on the road, traffic, and weather conditions.
7. Carry out clerical tasks such as sorting, scanning, and making copies of official documents as required on behalf of employees.
8. Collect, sort, and deliver outgoing or incoming official letters, publications, reports, or packages.
9. Assist Accountant on bank and other related works.
10. Report and seek prior approval from Executive Director through Admin Assistant in terms of any movement of the vehicle.
11. Assist the team in fund mobilization for the organization.
12. Assistant Executive Director on day-to-day function.

**5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS:**

1. **Education:** Minimum Class VIII pass with Certificate in driving with driver’s license for Light Vehicle and Coaster Bus.
2. **Experience:** Relevant experience (driving Light Vehicle & Coaster Bus) will be given preference for the purpose of shortlisting

**6. Knowledge Skills and Abilities:**

1. Good communication abilities, including speaking, and active listening.
2. Effective organization and time management skills, like prioritization, multitasking, and planning
3. Excellent customer service skills, including a personable and positive attitude.
4. Punctual and Sincere

**7.Salary per month: Nu.15,420.00**