

**ITECO Engineering Ltd. 8910 Affoltern a.A., Switzerland****Employment Contract****Terms of Reference**

<b><i>Position: Driver</i></b>	
<b>Current holder of the position:</b>	
Reports to: Procurement and transport Manager	Duty Station: Kathmandu with frequent field visits

**Background**

Government of Nepal (GoN) through Ministry of Local Development and its Department of Local Infrastructure and Agricultural Roads (DoLIDAR/MoLD) has requested Swiss Agency for Development and Cooperation (SDC) in Nepal to provide Technical Assistance (TA) for the implementation of Local Roads Bridge in different districts of Nepal. SDC has confirmed to provide this support to the GoN, through a Technical Assistance Programme called "Local Roads Bridge Programme" and a bilateral agreement to this effect is under consideration by GoN. More than 100 bridges in local roads shall be built in this phase focusing on following four components: i) Construction and piloting of new bridges and approaches; ii) Generation of knowledge and technology transfers; iii) Formulation of appropriate policy, strategies, business plans, norms and standards for local road bridges; iv) Capacity building of GoN, local communities and private sector.

**Educational Qualification:**

- Academic qualification up to 10th standard
- Valid driving license and ability to drive vehicle safely and appropriately
- 2 years' experience of driving different kinds of vehicles (incl. driving to field/districts)
- Ability to read and interpret road signs in Nepali & English
- Ability to read, understand, and adhere to the traffic and related rules and regulations
- Knowledge of the operations and features of assigned vehicle(s)
- Ability to recognize vehicle maintenance needs as well as perform minor vehicle repairs
- Ability to interpret policies and procedures, maps, and route directions
- Knowledge about First Aid will be added value

**Social/behavioral Competence:**

- Reasoning skills
- Good Interpersonal skills
- Courtesy and Customer orientation
- Able to work and contribute positively in a team
- Sensitive to gender and social inclusion
- Ability to work in a multi-cultural team

## **Description of Job**

It is a non-supervisory position. With strict prohibition on consumption of alcoholic beverage during duty hours including official receptions, the postholder undertakes following responsibilities under the line management of Procurement and Transport Manager:

- a) provide transport services to staff and visitors as per instruction within and outside Kathmandu valley;
- b) takes responsibility for assigned vehicles for cleanliness, proper maintenance, as well as safety of self and passengers;
- c) performs other duties as may be required.

## **Task and Competence:**

### **Vehicle operation**

- Performs daily pre-trip and post-trip vehicle inspections
- Drives assigned vehicle in a safe and courteous manner maintaining defensive driving;
- Assists passengers, including handicapped, in and out of the vehicle;
- Reads and interprets maps and driving directions to plan the most efficient route;
- Keeps the assigned vehicle(s) clean inside and outside;
- Fuels the assigned vehicle(s);

### **Maintenance**

- Maintains accurate, up-to-date records on vehicle log book, vehicle maintenance, fuel consumption, incident reports, accident reports, vehicle condition reports and other records as per SDC rules;
- Performs minor maintenance tasks on assigned vehicle(s) as required;
- Coordinates the schedule for major or periodic vehicle maintenance (e.g. vehicles' registration documents, pollution certificate, etc.) with concerned authority to minimize service interruptions;

### **Accident and medical emergencies**

- Responds immediately to accident or medical emergencies as prescribed by SDC Safety and Security Plan

### **Other Important Duties**

Performs such other duties as may be required e.g. distributing official mails, clear utility bills, receive/ drop official visitors/staff at the airport, provide logistic support during workshops/seminars, etc.

### **Security**

The Staff make regular visits to the districts and are directly responsible for several staff working in the district centres and the field. As well as looking after their own safety, the advisors should take responsibility for their staff in the districts. In this respect the following points should be adhered to as part of this Terms of Reference.

- Personal safety is of paramount importance at all times. The staff should not knowingly put themselves at risk in the field or in the office, or travelling to and from site/duty station.
- SDC uses a cluster approach to working in the district, whereby all security issues are dealt with in clusters, with close liaison and cooperation between SDC

programmes working in the same cluster. The staff should recognise this approach and take the initiative to coordinate with other SDC programmes at the central level, as well as encouraging their staff to coordinate at district level.

- All districts have a liaison officer, who is employed by SDC. The liaison officer is there to liaise with the conflicting parties, but **not** independently of the programme. The liaison officer will only intervene in serious situations and with the full knowledge of the Team Leader and Security Officer of LRBP. The Advisors should become familiar with the Liaison Officer in each district and ensure that the relevant information flow is established between the focal persons and the SDC liaison officer.
- The staff should use the Basic Operating Guidelines (BOG) as a guideline to operating in the districts. If an opportunity arises to disseminate this information, and it can be done without risk, then the staff should do that, or encourage their staff to do the same.
- The staff is aware that human rights abuses could take place in the districts or road corridors. The staff should make it clear to their staff that if anyone witnesses a human rights abuse they should report it to the PSU security officer, in the first instance. The PSU shall decide how to deal with the matter from then on.
- The staff shall ensure that their staff always let someone in authority know where they are going on a field trip, how long they expect to be away and any problems they may expect to encounter. The staff themselves should also do the same by filling in travel forms at head office.