



VACANCY

Swiss Agency for Development and Cooperation (SDC) in Nepal is providing Technical Assistance for the Government of Nepal (Department of Local Infrastructure and Agricultural Roads within Ministry of Local Development) in implementation of Local Roads Bridge Programme – Phase I in different districts of Nepal. More than 100 motorable 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.

ITECO Engineering Ltd., Switzerland, on behalf of the Swiss Agency for Development and Cooperation (SDC) has set up a – TA team to support the GoN in providing services for carrying out tasks under above four components to improve accessibility on District Roads Network through the Local Roads Bridge Programme. To supplement its team, ITECO Engineering Ltd. is seeking applications from suitably qualified and experienced Nepali Nationals for the positions below for a period of four years initially with possibility of extension:

Driver : Three positions (3 years fixed term with possibility of extension)

With strict prohibition on consumption of alcoholic beverage during duty hours including official receptions, the post holder undertakes following responsibilities:

- Provide transport services to staff and visitors as per instruction within and outside Kathmandu valley;
- Takes responsibility for assigned vehicles for cleanliness, proper maintenance, as well as safety of self and passengers;
- 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;
- Responds immediately to accident or medical emergencies;
- Performs other duties as may be required.

The post holder, as per the need of the organisation, will be required to work beyond normal duty hours i.e. before 09:00 a.m. and beyond 05:30 p.m.

Required Technical competence

- Academic qualification: 10th standard
- 2 years' experience of driving different kinds of vehicles (incl. driving to field/districts)
- Ability to read and interpret road signs in Nepali & English as well as adhere to traffic 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

Required 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

Terms of Reference: The detailed terms of reference can be obtained by e-mail: lrbp@lrbpnepal.org or downloaded from www.lrbpnepal.org. The closing date for applications is January 15, 2011. Only short-listed candidates will be invited for an interview. No telephone calls, written or personal enquiries will be entertained in this regard. Interested candidates are requested to send their application with CV to the Chief Technical Adviser, LRB, PO Box 113, Kathmandu or by e-mail to lrbp@lrbpnepal.org or by fax to 5-543144.

We practice positive discrimination for qualified women, dalits and ethnic minorities who come from remote rural areas.