

## JOB DESCRIPTION

### Driver

Position title	<b>Driver</b>
Location	Ainaro, Ermera, Manatuto and RAEOA, Timor-Leste
Reports to	<b>Senior Finance and Administration Officer</b>
Grade	<b>3 Step 1</b>
Salary	US\$311 per month
Position type	<b>1 Year</b>
Start date/timeframe	June 2023

## 1. Background

### 1.1 About CARE

CARE is an international development and humanitarian organisation that has been working in Timor-Leste since 1994. With programmes that extend across all parts of the country, CARE works with partners to save lives, defeat poverty, and achieve social justice.

CARE works with remote, rural communities and civil society partners to combat gender inequality, as this has been shown to be one of the most effective ways to create sustainable development outcomes.

Ensuring well-being and a voice for women and girls in rural, disadvantaged areas is at the heart of CARE's work. This is achieved in four priority areas of Education, Women's Economic Empowerment, Health, and promoting Women's Voice in society through development and humanitarian programmes.

### 1.2 About the programme

CARE International in Timor-Leste will implement an extension to the United States Department of Agriculture (USDA) funded HATUTAN Program, to build a partnership between schools and their communities to improve literacy, learning, health and nutrition for children and adults in the municipalities of Ainaro, Ermera, Manatuto and RAEOA. The program partners with the Ministry of Education, Youth and Sports (MEJD) as the lead Ministry to strengthen pre-school and primary school performance in literacy, health and nutrition and support the full implementation of the government school feeding program. The HATUTAN Program also works closely with the Ministries of State Administration, Health, Agriculture and Fisheries.

## 2. The role

### MAIN RESPONSIBILITIES:

- Provide safe transportation for all passengers in the vehicle (CARE staff, INGO staff, partners, project beneficiaries, visitors) in accordance with the Fleet Manual, Safety & Security requirements, and the laws of Timor-Leste;
- Transport any goods, communications, and messages as required and provide assistance with loading and unloading of the car;
- To follow all driving rules, regulations and procedures as per the CARE Vehicle Policy;
- Maintain vehicle log sheet record appropriately according to CARE policy and daily track vehicle movements on a planning whiteboard;
- Daily check and maintenance of vehicle cleanliness, fuel, water, oil and tire pressure, etc., including service checking to ensure vehicle is secure and safe. Report any needs for repairs to the supervisor;
- Ensure the vehicle is equipped with safety tools, first aid kit and drinking water;
- Responsible for knowing addresses and directions when assigned, and attention to delivery instructions; and
- Notify passengers when arrival or pick up by text message.

### OTHER RESPONSIBILITIES

- To proactively participate in the APPA process including the annual appraisal, midyear review and regular 1:1 meetings, ensuring that the APPA process (including the paperwork) is an integral component of Annual Work Plans and activities;
- Engage in emergency preparedness, assist in any emergency response as required;
- Promote a safe and secure work environment; foster a culture of safety and security awareness and ensure compliance with the safety and security policies, procedures; and
- Demonstrate an ongoing commitment to gender equality, diversity and child protection
- Actively involved in the GWG meeting.

## 3. Selection criteria

### EXPERIENCE AND QUALIFICATIONS:

- Minimum Senior Secondary and/or minimum 1-2 years relevant work experience, preferably with a certificate in auto mechanics;
- Minimum 1 year driving experience, preferably with an International Non-Government Organization (INGO) or private company;
- Valid Timor-Leste Driver's license, preferably with four wheel drive experience;
- Knowledge of basic vehicle repairs and maintenance;
- Good communication skills in Tetum and basic knowledge of English is an advantage;
- Ability to work within clearly defined routines and plans; repetitive manual duties, with minimal supervision;
- Demonstrated ability to take direction and to work as part of a team;



## CARE International in Timor-Leste

- A willingness to learn how to manage and acquit a small cash advance;
- Good interpersonal skills including, open mindedness, willingness to learn, team spirit, good attitude and personality;
- Demonstrated flexible approach and ability to work under pressure and to organize and manage workload to meet deadlines; and
- Demonstrated honesty, reliable and trustworthy.