

JOB VACANCY ANNOUNCEMENT (Re-advertisement) NO. 068/2017

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a German federal enterprise and offers workable, sustainable and effective solutions in political, economic and social change processes. Most of our work is commissioned by the German government. GIZ also implements projects on behalf public and private entities in Germany and abroad. GIZ operates throughout Germany and in more than 130 countries worldwide with about 17,000 staff members around the globe, some 70% of whom are employed locally as national personnel.

The Myanmar Sustainable Aquaculture Programme (MYSAP) is a joint Development Cooperation Programme between the Government of Myanmar (Dept. of Fisheries), the European Union and GIZ. The 5 year Programme will have main intervention areas as follows: institution/policy support, education/curriculum development, availability and access to inputs, aquaculture value chains, nutrition, working conditions and private sector support.

Project base will be Yangon with stations/units in Nay Pyi Taw, Shan, Sagaingn, Rakhine, Ayeyarwaddi.

The Project is looking for suitable candidates in Yangon for the following:

Position: Driver
Location: Pathein
Contract Period: 1st January 2018 – 31st December 2019 (Extendable)
Number of Position: 1

A. Responsibilities

The driver is responsible for

- safely and responsibly performing all official travel using official programme vehicles
- regularly servicing and looking after official programme vehicles
- taking account of all available information on road conditions, accessible routes and locations
- running official errands and
- assisting with other office work

The driver performs the following tasks:

B. Tasks

1. Driving

The driver

- provides passenger transport in an official programme vehicle for programme staff, official visitors and guests
- runs errands for the programme, e.g. sending letters and messages, paying bills and buying smaller quantities of office supplies
- helps with transporting goods
- completes the vehicle log correctly and conscientiously in accordance with GIZ standards

2. Service

The driver

- cleans the interior and exterior of the vehicle(s) regularly
- checks oil, water, brakes and brake liquid, tyre pressure, battery levels and the entire vehicle, monthly or every 5,000 km (whichever is first), headlights, brakes, bodywork for dents etc.
- is responsible for the programme vehicle documents and their good condition, keeping a vehicle log and recording monthly maintenance
- calculates monthly petrol, oil and lubricant consumption for the daily cash fund and for forwarding monthly vouchers to cost accounting
- reports need for service and carries out minor repairs

- immediately reports all involvement of the programme vehicle in accidents, including minor accidents, damage, loss or theft of vehicle fittings

3. Knowledge management

The driver

- uses all available information (including current radio news on traffic conditions) to update daily knowledge of road conditions, current passable routes and locations, and shares this information with other office drivers

4. Other duties/additional tasks

The driver

- assists other colleagues as needed in the programme if there is no travel pending, carries out other office work on request

C. Required qualifications, competences and experience

Qualifications

- Preferably secondary school education
- holds a valid driver's licence

Professional experience

- at least 3 years' work experience as a driver with references
- no major accidents in the past 3 years

Other knowledge, additional competences

- has to have a good knowledge of English
- discipline and punctuality
- resilience and patience
- familiarity with especially Yangon, but also other areas of Myanmar
- appropriate appearance and attire (business shirt, friendly manner with all passengers, no chewing of chewing gum/beetle nut)
- ensures unrestricted availability of vehicles at all times and reports restrictions immediately
- willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management

GIZ offers a competitive salary and a social benefits package and GIZ encourages women, people with disabilities and minorities to apply.

Application procedure:

Applications are accepted until **Wednesday, 24th January 2018**

Qualified candidates shall send their application letter along with their non-returnable recent CV and contact detail of two referees to the following address:

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
No. 45, Innya Myaing Road, Golden Valley (2) Ward, Bahan Township,
Yangon, Myanmar
OR

E-Mail: recruit-myanmar@giz.de

Note:

- ❖ Please mark the application with: “**Application for Driver (068/2017).**”
- ❖ Only short listed candidates will be contacted. GIZ encourage early submission of application as candidates can be hired prior to the deadline.
- ❖ GIZ would like to keep interesting CV's of persons not chosen for a particular position in a pool for possible future vacancies. Applicants should let us know if you do not want to be included in such a pool.
- ❖ Applications are requested to be sent in **Microsoft word or PDF format. Applications with download-links cannot be considered.**