

JOB VACANCY ANNOUNCEMENT NO. 038/2016

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 Federal Ministry for Economic Cooperation and Development (BMZ). GIZ also implements projects on behalf public and private entities in Germany and abroad, such as the European Union. 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 Trade Development Programme is a three year technical assistance programme that has been entrusted by the European Union to GIZ. The programme will run for 36 months until 31 December 2017. The budget of the programme is € 10.5 million and is provided on the basis of co-financing by the European Union and the German Federal Ministry for Economic Cooperation and Development (BMZ). The ultimate aim of the TDP is to contribute to the enhancement of inclusive economic growth of Myanmar by enabling the country to take advantage of its reintegration into the world trading system, including ASEAN, for strengthening trade and investment. TDP deals with topics like trade policy development, trade promotion, trade facilitation, food safety and sanitary and phytosanitary measures, national quality infrastructure, consumer protection, and competition policy. In order to support the Trade Development Programme, GIZ is looking for:

Position: Driver
Location of work: Yangon and neighbouring regions for field visits
Office location: Ministry of Commerce (Strand Road 228-240; overnight parking)
Contract Period: ASAP – 31st Dec 2017 (Extendable)
Number of Position: 1

A. Responsibilities

The driver is responsible for

- safely and responsibly performing all official travel using official vehicles
- regularly servicing and looking after official 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 car for office, project or programme staff, official visitors and guests
- runs errands for the project, programme or office, 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 project 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



European Union



Implemented by



- reports need for service and carries out minor repairs
- immediately reports all involvement of the project or office 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 project, programme or office 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 road accidents in the past 3 years

Other knowledge, additional competences

- good knowledge of the English language widely used in the country
- discipline and punctuality
- resilience and patience
- familiarity with city
- appropriate appearance and attire (possibly uniform, friendly manner with all passengers)
- ensures unrestricted availability of vehicles at all times and reports restrictions immediately
- willingness to up-skill 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 from ethnic minorities to apply.

Application procedure:

Applications are accepted until **Tuesday, 7th June 2016**

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, Innaya 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 (038/2016)**”
- ❖ 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.**