



နယ်စပ်ဒေသဆေးကုသရေးအဖွဲ့

Vacancy Announcement No. SP 18052201

Job title:	Head of Drivers
Job location:	Sittwe Project, Rakhine State
Accountable to:	Technical Activity Supervisor
Basic Salary:	383,000 MMK
No. of position:	1
Contract type:	Locally appointed for initially one year with the possibility of extension

General presentation

Médecins Sans Frontières (MSF) is an international medical humanitarian organization that provides assistance to populations in distress, to victims of natural or man-made disasters and to victims of armed conflict. MSF has been working in Myanmar since 1992 and is currently providing healthcare in Kachin, Rakhine and Shan states, as well as Yangon and Thanintharyi regions.

Over 1,200 international and national staff work closely together to provide high-quality care and treatment through a network of health centres, health posts and mobile clinics. MSF's goal is to save lives and alleviate suffering by working directly with those in need - regardless of race, religion or political affiliation. The teams are made up of highly qualified medical staff, administrators, coordinators and experts in various medical, logistics, water and sanitation fields.

Main Purpose

Coordinating and controlling the operation of vehicles in one location according to traffic regulations and MSF security rules and ensuring that the team of drivers perform properly their duties to ensure an adequate, efficient and safe transport of goods and people.

Main task and responsibilities

- Transporting MSF personnel and material ensuring their safety. / Transporting persons and materials from one location to another in a safe, timely and reliable manner, as requested.
- Supervising the team of drivers and monitoring and evaluating their performance, ensuring compliance with all rules, safety regulations and MSF instructions, as well as the maintenance and service of their assigned vehicles which includes preparing and overseeing the drivers' work schedule, ensuring daily and weekly checks of vehicles and the correct filling in of administration and vehicle logbook;
- Performing monthly checks of the vehicle inventory, documentation and first aid kit together with the responsible driver and conducting a driving test for all new drivers. Performing regular drivers' assessments.
- Coordinating and supervising the associated resources (drivers) and fleet management to ensure adequate service in terms of organizing availability of drivers, vehicles to drive, duty rosters and replacements in case of absence, and fuel control. Organizing training courses for drivers
- Checking and ensuring that safety procedures are met in vehicles to ensure that transportation is in the best conditions of safety for travellers.
- Reporting any problems with the vehicles (mechanical, accidents...) to the line manager / technical referent as well as preparing monthly reports on services, spare parts, consumption, etc. of each vehicle.
- Ensuring maintenance on the fleet of vehicles to be in perfect working order and that cars are serviced at the desired time to ensure good use of it and be able to deliver services.
- Looking after all equipment related to vehicles and driver. Ensuring the proper use of radios in vehicles, numbers and codes, according to MSF protocols and procedures in place
- Ensuring the cleanliness of the assigned vehicle inside and out.
- Performing daily vehicle checks as per standard procedure and report on malfunctioning of the car or certain aspects.
- Replacing tires with spares when needed.
- Performing any other relevant tasks assigned by his/her supervisors as necessary

Confidentiality

This organization attaches the greatest importance and confidentiality to patient, staff, health data and other data held by the organization. All data should be treated as confidential and should only be disclosed on a need to know basis.

Requirements

- Essential literacy, driving license and basic mechanic skills
- Able to drive all kinds of car with valid driving license
- Minimum 2 years previous experience as a driver
- Willing to work on short notice, (when there are gaps in personnel), that includes nights, weekends and public holidays
- Planning, supervision and organisational skills
- Basic command of English, both written and spoken
- Essential good knowledge of the area of work
- Essential experience with 4x4 vehicles
- Essential good knowledge of the Fleet Management
- Essential knowledge of basic mechanics
- Teamwork and Cooperation
- Behavioural Flexibility
- Commitment to MSF Principles
- Stress Management

What we offer is:

- An attractive and market based salary;
- Public Holidays – all gazette public holidays;
- 16 paid leaves (including 6 casual leaves) on an annual basis;
- Excellent health care package;
- 13th months bonus;

You are offered the opportunity to work with the world's largest medical emergency organization and work with very experienced colleagues in a highly professional working environment. You will be able to acquire valuable skills in an international environment.

Application:

Please send your application letter, CV and passport-sized photo, copies of education qualifications and references to:

Attention:

**Project Coordinator
MSF-Holland (Sittwe Project Office)
Horse Race Road @ Shwe Ngar Lane,
North San Pya Quarter, Sittwe Township, Rakhine State
Email to; ers-hrm@oca.msf.org**

Not later than, Tuesday, 05th June 2018, 17:00 PM

- **Only the shortlisted candidates will be contacted.**
- **Please clearly mention the announcement no and job title in the Subject line.**
- **If you apply online, please send email applications in Microsoft word or PDF format.**