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## DRIVER LOGISTICIAN

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BASED IN YANGON

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### 1. Position Summary:

<b>Position title</b>	<b>Driver Logistician</b>
<b>Direct Supervisor</b>	Administration and Logistics Manager
<b>Direct Subordinate</b>	/
<b>Duty station</b>	Yangon, Myanmar. Frequent travels to other project sites: Meiktila (Dry Zone) and Yezin laboratory.

Under the direct supervision of the Administration and Logistics Manager, the Driver Logistician will provide logistical support to SCALE project activities, in Yangon and sometimes in the implementation areas.

### **SCALE Project** – *Strengthening improved Cookstove Access towards a better quality of Life and Environment*

The Group for the Environment, Renewable Energy and Solidarity (GERES) Myanmar is implementing the “Upscaling Improved Cookstove Dissemination in Myanmar through replication of best practices from Cambodia and the region” Project, funded through EuropeAid/133608/C/ACT/CAI. The project aims to preserve the environment and improve the living condition of the Myanmar people by reducing fuel wood consumption, emissions of greenhouse gases, costs of household energy, and ultimately enhancing the sustainability of ongoing renewable energy services.

## 2. Main Responsibilities:

General Activities	Specific Activities
<b>Driver</b>	Drive project teams in Yangon and to project areas (Delta and Dry Zone) according to workplan
	Delivery services for project operations
	Pick-up visitors from/to the airport
	Responsible for regular check-up, cleaning and maintenance of appointed project vehicles
	Take daily records of travels in a logbook
	Report any issue regarding the vehicles
	Responsible for the security of appointed project vehicles
<b>Logistician</b>	Check stock supplies weekly to determine inventory levels and needs
	Support procurement process
	Manage the Assets Registry and supports inventory process
	Prepare documents as required by line manager

## 3. Qualifications:

<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 3 to 5 years of vehicle driving experience with manual gear box</li> <li>• Very good knowledge of Yangon City</li> </ul>
<b>Education &amp; Training</b>	<ul style="list-style-type: none"> <li>• High School Degree</li> <li>• Valid driving license</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Very well organized</li> <li>• Fair written and verbal English language skills</li> <li>• Mechanic knowledge is an asset</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Open and communicative</li> <li>• Good interpersonal skills</li> <li>• Social and outgoing</li> <li>• Shows integrity and honesty</li> <li>• Available to travel week-long missions away from duty station</li> <li>• Commitment to sustainable development</li> <li>• Enjoys working in a multicultural environment</li> </ul>
<b>Conditions</b>	<ul style="list-style-type: none"> <li>• One year contract with three-month probation period with the possibility of extension. Flexible eight hours a day in the period 0800-1800, holidays aligned with Myanmar Governmental Holidays List;</li> </ul>

	<ul style="list-style-type: none"><li>• 500 EURO paid in Euro or in Kyat per month all inclusive. Work-related costs, such as field trip expenses, mobile top-up, etc. are to be covered, according to Project's procedures.</li></ul>
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Interested candidates should submit a detailed Resume and Covering Letter to the attention of Daw May Mar Lwin, Administration and Logistics Manager ([admin\\_manager@myanmarcookstoves.org](mailto:admin_manager@myanmarcookstoves.org)) CC François Sorba, Project Manager ([fx.sorba@geres.eu](mailto:fx.sorba@geres.eu)), with the following subject line: Driver\_[YOUR NAME].

Application deadline: 20th January 2017

Interviews and test will follow shortly.

Note: only pre-selected candidates will be contacted

Candidates are encouraged to apply as soon as possible, as selection would be made on a rolling basis.

Application from all origins, religion, gender and age are encouraged to apply. Due to a high volume of applications, only short listed candidates will be contacted. If you haven't heard from us within three weeks of the vacancy closing date, you should assume your application has been unsuccessful on this occasion.