

JOB VACANCY ANNOUNCEMENT NO. 040/2018

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). However, GIZ also operates on behalf of other German ministries and public and private bodies in Germany and abroad.

GIZ operates throughout Germany and in more than 130 countries worldwide. We have about 17,000 staff members around the globe, some 70% of whom are employed locally as national personnel.

GIZ is operating since October 2012 in Myanmar and is supporting sustainable economic development through various projects.

“Sustainable Agricultural Development and Food Quality Initiative (SAFI)” aims to improve the conditions and capacity for Myanmar’s agrifood systems to meet quality food market requirements. In order to improve sustainable agriculture and food quality in Myanmar the project will be fully aligned with MOALI’s new agriculture strategy (ADS) and vision of an “inclusive, competitive, food and nutrition secure and sustainable agriculture system contributing to the socio-economic well-being of farmers and rural people and further development of the national economy” and builds thus on its three vision pillars of governance, productivity and competitiveness. The project directly address governments concern on food quality foods for domestic markets as well as for accessing potential high quality export markets in ASEAN, Asia, Europe and USA.

The project is funded by the German Government, which promotes sustainable agricultural development and improve food quality in Myanmar. GIZ is in charge of leading the implementation of this project.

In order to support the Sustainable Agricultural Development and Food Quality Initiative (SAFI) Project, GIZ is looking for

Position: Driver
Location: Yangon
Contract Period: ASAP – 31st May 2021
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

B. Tasks

1. Driving

The driver

- provides passenger transport in an official (or until its arrival a rented) 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
- 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 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 Taunggyi and the Shan State
- 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 **Thursday, 12th Jul 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, 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 (040/2018)**”
- ❖ 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.**