

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

- 1.1 Position Title: Driver**
- 1.2 Position Level: O4**
- 1.3 Occupational Group: Administrative and Technical**
- 1.4 College/OVC: Gyalpozhing College of Information Technology**

2. MAIN PURPOSE OF THE POSITION:

- Under the direct supervision of the Head of the administration division, the Driver will be responsible for the duties highlighted in the key responsibilities

3. GENERAL ROLES AND RESPONSIBILITIES:

- Drive office vehicles for the transport of authorized personnel.
- Meet officials at the airport and facilitate immigration and customs formalities as and when required.
- Collect and deliver mail, documents, and other items.
- Ensure that all vehicles comply with the Minimum Operating Security Standards (MOSS).
- Take care of the day-to-day maintenance of assigned vehicles, checking oil, water, battery, and brakes.
- Ensure that the assigned vehicle is kept neat and clean (interior and exterior) all the time.
- Log official trips, daily mileage, fuel consumption, oil changes, and greasing.
- Follow all rules and regulations in relation to the Road Safety Transport Authority.
- Perform other duties as assigned by the Supervisor/Transport Officer.

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS:

5.1 Education: Class VIII passed with Light & medium bus (PD) holding driving license and minimum 5 years of experience.

5.2 Knowledge Skills and Abilities:

- Able to work under minimal supervision and be proactive and initiative. Effective time management skills. Excellent interpersonal skills. Good communication skills. Ability to perform multiple tasks and work under pressure with a wide range of individuals and institutions. Maintenance of confidentiality at all times.