

GERAB NYED-YON Ltd.

ToR for Driver

1. Introduction

Gerab Nyed-Yon Ltd. (GNY) is an autonomous entity holding and managing the assets and investments of the Zhung Dratshang. It ensures adequate support to the Zhung Dratshang for the conduct of spiritual responsibilities towards preservation and promotion of Buddhism, the Kingdom's spiritual heritage.

2. **Job Title:** Driver

3. **Division:** Corporate Service Division

4. **Reporting To:** Sr. Analyst, Corporate Service Division

5. Overall Job Description

To provide an efficient, reliable and safe driving and vehicle maintenance service to the organization, and to assist with other office duties as required. The Driver will be responsible for the duties highlighted in the key responsibilities.

6. Key responsibilities

The driver shall be specifically responsible for the following:

- Ensure regular maintenance is completed as per schedule.
- Drive office vehicles for the transport of authorized personnel.
- Collect and deliver mails, deposit cheques, bank documents, and other items.
- Take care of the day-to-day maintenance of assigned vehicles.
- Ensure that the assigned vehicle is kept neat and clean at all times.
- Maintain proper logbook, daily mileage, fuel consumption other required information.
- Follow all rules and regulations of the Bhutan Construction and Transport Authority.
- Perform other duties as assigned by the supervisor or any other officials.
- Able to work under minimal supervision and be proactive.

- Effective time management skills with excellent interpersonal skills and communication skills.
- Ability to multiple tasks and work under pressure with a wide range of individuals and institutions.
- Facilitate logistic arrangements, approvals, and clearances for employees and guest travels.
- Ensure documents are received timely manner.

7. Education & Experience Criteria

- Minimum Class X completed
- Valid Professional driving license.

8. Other requirements

- Filled Job application form;
- Academic Transcripts;
- Letter of job experience;
- Medical Fitness Certificate;
- Security Clearance Certificate;
- Citizenship Identity Card; and
- No Objection Certificate (if required).

9. Employment Type

- Three years initial contract (extendable based on individual performance and requirement of the company)

10. Salary & Others Benefits

- Salary and benefits shall be fixed within the existing GNY pay scales and in line with the GNY Service Rules.