

Driver (Re-Announcement)

Driver (1 open position)

Closing date: 18 March 2024 (The recruitment is urgent; HI reserves the right to hire somebody before the deadline)

Handicap International that runs its program under the operating name Humanity & Inclusion (HI) seeks for **Driver in Mae Sot office under the supervision of the Facility Supervisor, based in Mae Sot, Thailand. HI is engaged in an employment policy in favour of employees with disabilities.**

HI reserves the right to not accept applications submitted after the deadline. Only shortlisted candidates will be contacted for testing and an interview.

PROJECT HISTORY

Handicap International, now operating under the name Humanity & Inclusion (HI), is a non-profit independent and impartial aid organization working in situations of poverty, exclusion, conflict and disaster. HI works in emergency, post-emergency reconstruction or rehabilitation, chronic crises and development settings.

HI works alongside persons with disabilities and vulnerable populations, taking action and bearing witness in order to respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights. HI works to meet the needs and defend the rights of children, women and men with disabilities.

Since its creation in 1982, HI has gone on to work in around 60 countries worldwide, for the benefit of several million people.

In Thailand, HI started working in 1984 and currently implements activities for Burmese refugees along the Thailand-Myanmar border under three thematic areas: Rehabilitation, Disability Social Inclusion (DSI) and Explosive Ordnance Risk Education (EORE).

For more information on the organization, please see Humanity and Inclusion website:

<https://hi.org/en/index> and the online presentation of the organization:

<https://www.youtube.com/watch?v=3p2OWI6T3AY&t=127s>

WORKING ENVIRONMENT

HI Thailand has three main pillars of intervention within the Myanmar/Thailand Program:

- Armed Violence Reduction (AVR) including Explosive Ordnance/Mine Risk Education,
- Inclusion of persons with disabilities with Disability Social Inclusion (DSI), with a MHPSS component,
- Health with project covering physical and functional rehabilitation.

OBJECTIVES OF THE POST

Reporting to the Facility supervisor, the driver transports cargo and persons. He is responsible for the efficient use of the road vehicles assigned to. He is the point person to inform the line manager of any problems that fall within his remit and suggests solutions. He contributes to the implementation of HI's logistics standards. The driver is regular travel to field areas and /or other provinces to support the programme's missions.

A. JOB DESCRIPTION

Missions / Responsibilities:

Mission 1: Participates in the definition of the logistics section of the StratOp and implements the action plan for facilities management

- RISKS: Forwards to line-manager the information needed to update the risk map for the area of responsibility and implements corrective mitigation measures in the area of responsibility;
- INCIDENTS: Forwards to line-manager the information needed to draft incident reports for the area of responsibility, if required
- INDICATORS: Forwards to line-manager the information needed to produce the dashboard for the transport of persons.

Mission 2: Deploys the standards and contributes to HI 's expertise and accountability within the remit:

- STANDARDS: applies HI standards for the entire professional field with regard to policy, processes and tools;
- LOCAL ADAPTATION: applies these standards, contextualized to meet local conditions and regulations;
- ACCOUNTABILITY: applies internal rules and the rules of institutional donors in the fields of activity.

Mission 3: Operational implementation of logistics

3.1 Diagnostic phase – Contextual analysis:

- Participates in analyzing the programme's logistics context (evaluation of logistics capacities, table of logistics problems);
- Evaluates the capacities of the available and mobilizable resources (human and material).

3.2 Implementation phase:

- Is responsible for the safety of passengers until arrival at destination;
- Drives the vehicles provided in accordance with the legislation in application;
- Is responsible for ensuring the passengers' compliance with the legislation in application;
- Is responsible for the loading of vehicle and its conformity / safety
- Is responsible for the cargo transported until unloading at destination
- Adapts the driving to the requirements of the products/resources and carries out controls (temperature, strapping...) while respecting the specific rules
- Monitors servicing deadlines for the vehicles assigned and makes the necessary reminders to line manager.
- Is responsible for ensuring the use, presence and good conditions of safety equipment's (car seat belts, fire extinguisher, first aid kit...),
- Maintain/record the vehicle log book for each single car movement and ensure to get signature of passenger responsible to endorse the route/mileage undertaken,
- Is responsible for ensuring visibility items (stickers with logo) are present and in good condition,
- Is responsible for ensuring the cleanliness of vehicle
- Is responsible for ensuring the presence of vehicle documentations necessary for the travelling insurance, Road tax-registration, mission order when required.

Mission 4: Facilitation of the profession sector

- Participates in the facilitation of the organization's profession sector (community of practice)

Mission 5: Emergency Preparedness and Response Responsibilities

- contributes to the program's emergency preparedness actions and, during an emergency, adapts the work modality to contribute to HI's effective humanitarian response.

Duty Station : Mae Sot (Travels to Camps)
Line Manager of the position holder : Facility Supervisor
Position holder is Line Manager for : N/A
Position holder is technical referent for : N/A

Profile:

Academic Qualification

- Secondary School

Experience

- Minimum 2 years work experience as a Driver is required.
- Experience working with local or International NGOs, civil society organization especially those working along Thai-Burma border will be an advantage.

Technical Skills & Cross Cutting Skills:

- Knowledge of driving rules and regulations.
- Skills in basic vehicle repair/mechanic.
- Capacity to drive 4WD vehicle in mountain areas

Behavioural Skills:

- Good decision making and good team player.
- Able to work under pressure with multicultural teams.
- Politeness, respect, including towards persons with disabilities.

Language skills:

- Intermediate in English, Fluent in Thai language, Karen and Burmese language is required.

JOB CONDITIONS:

Local work contract, fixed duration contract (potential to be extended)

We offer also: nice working environment such as 15 days of annual leave, 5 working days office closure in December, 15 days of public holidays, 5 days special leave for family event, Social Security & Worker Compensation Fund, Group life & health, phone card credit, bonus, seniority of 2% after the 1st year of employment and training possibilities.

Start preferably: 1 April 2024 or Earlier

How to apply: In the subject line of the email please write “**Driver**”

IMPORTANT: In the content of the CV please outline responsibilities and tasks from previous & current work, volunteer experiences and training received.

Please send all applications (cover letter, CV, copy of Thai ID card, educational certificate, training certificate) to: recruitment@thailand.hi.org

Only candidates who passed the administrative selection will be taken into consideration for a technical assessment and will be afterwards notified of the final decision. Selected applicants may be invited for an interview. HI reserves the right to contact the applicants for further information before the final selection of the selection committee.

Handicap International encourages qualified persons with disabilities or chronic illness and women to apply.

HI is committed to protecting children and vulnerable adults from harm. Employment is subject to HI

protection standards including background checks and adherence to HI protection policies (Child protection, PSEAH), Fraud and corruption and Code of Conduct.

All information shared by the applicants remain confidential.

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