



The International Committee of the Red Cross (ICRC) is an impartial, neutral and independent organization whose exclusively humanitarian mission is to protect the lives and dignity of victims of armed conflict and other situations of violence and to provide them with assistance. The ICRC also endeavors to prevent suffering by promoting and strengthening humanitarian law and universal humanitarian principles. Established in 1863, the ICRC is at the origin of the Geneva Conventions and the International Red Cross and Red Crescent Movement. Please visit www.icrc.org for more information.

Vacancy Notice

The ICRC Regional Delegation seeks to fill the following position:

Driver, based in Chiang Mai

As a team member of the ICRC in Chiang Mai office, the main task would be the driving and to provide logistics services to support the ICRC humanitarian operations in the North of Thailand.

ACCOUNTABILITIES AND RESPONSIBILITIES:

General driving

- Drives in safe, responsible, and accident-free manner
- Adapts the way of driving to the weather and road conditions
- Reports to dispatcher about road conditions, eventual problems etc.
- Reports vehicle accidents immediately using appropriate forms (including minor scratches)
- Check that all vehicle documentations are correct and on board, as well as non-filled Waiver of Responsibility and Handover form.

Vehicle's checking & maintenance

- Checks the mechanical condition of the vehicle before the trip and at the beginning of all working days: fluid levels, wheels, tyres, lights, inspects for eventual leaking of fuel and oil, checks body condition
- Ensures that the vehicles are always refueled in time
- Drives in manner that minimizes fuel consumption and maintains vehicle in good condition
- Fills in refueling data in logbook and fuel control sheets
- Hands over any fuel bills to dispatcher at the end of the trip
- On each handover and once a week checks vehicle equipment and body condition assigned for checking through checking lists
- Is able to change tyre or bulb on the road
- Is responsible for equipment, tools, chains, spare tyres placed in the vehicles and reports any changes to Car Dispatcher
- Informs Car Dispatcher about service, maintenance and other possible repairs needed in advance and fills in technical report
- During the trips monitors all cabin instruments to be able to promptly react if needed

YOUR PROFILE:

- Minimum High School or Vocational Graduation
- Valid driving license holder with good performance and no major accident
- Capacity to drive 4/4 vehicle
- Good knowledge of the geographically assigned environment, especially in northern Thailand
- Good command of spoken Thai and English
- Flexible, punctual and have high sense of responsibility
- Positive and helpful attitudes, willing to learn and adaptable
- Good computer skills: internet, e-mail and MS Excel
- Flexible and willing to work irregular schedules

WE OFFER:

- Dynamic and challenging work in the humanitarian sector and international environment
- Competitive salary with benefits, good working conditions and in-house training/development
- Open-ended resident contract (subject to organizational requirements)

Preferred starting date: **ASAP**

Submission deadline for applications: **15 January 2025**

The ICRC values diversity and is committed to creating an inclusive working environment. We welcome applications from all qualified candidates, regardless of background, race, religion, gender, age, disability, or status.

Qualified applicants are requested to submit their comprehensive **CV** and **letter of motivation** in English, as well as **salary expectations**, following this format for the subject line: *POSITION – First Name Surname* by email only to: ban_recruitment_services@icrc.org

Kindly note that only short-listed candidates will be invited for the interview



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Vacancy Notice

The ICRC Regional Delegation seeks to fill the following position:

Housekeeper, based in Chiang Mai

As a team member of the ICRC in Chiang Mai SD, the main responsible of the housekeeper is the cleanliness of the office working spaces and premises, general support to the office staff in administrative and organization matters.

ACCOUNTABILITIES AND RESPONSIBILITIES:

- Clean the office's working spaces.
- Clean the office premises (sweep the parking space.)
- Take care of the plants in the office and the plants on the premises.
- Check, report and take appropriate measures on damages of the office and the premises.
- Assist the team in purchasing of office items.
- Assist the office's mailing.
- Welcoming of office's guests.

YOUR PROFILE:

- Able to work independently.
- Basic education
- Have good skills and experience in maintenance of premises.
- Understand and respects confidentiality, inherent in ICRC's work.
- Basic knowledge of English.
- Must be a Thai national.

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