

DRIVER Job Advertisement

Driver (1 Position)

Closing date: 30 June 2025 (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 is based in Mae Sot office under the supervision of the Thailand Logistics Manager, 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

Humanity & Inclusion (HI - registered as the Federation Handicap International) is an independent and impartial aid organization working in situations of poverty and exclusion, conflict, and disaster. HI works in emergency, post-emergency reconstruction or rehabilitation, chronic crises, and development settings. HI works alongside people 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.

In emergency, HI's mandate widens to target the groups most in need within any population taking gender inequities into account – from isolated rural communities, to persons with disabilities, to excluded minority groups – to ensure their equal access to appropriate relief aid. 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. Our work has benefited 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 EO 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=3p2OWl6T3AY&t=127s>

HI's intervention in Myanmar and Thailand is based on 5 strategic pillars:

- Emergency Response – Basic Needs and Inclusive Humanitarian Action
- Armed Violence Reduction – EORE, Contamination Impact surveys and Victim Assistance Efforts
- Inclusive Health – Rehab, MHPSS, Early Childhood Development and Access to Services
- Inclusive Preparedness – Disaster Risk Reduction and Logistics Analysis
- Inclusive Opportunities – Inclusive Education and Inclusive Livelihoods

WORKING ENVIRONMENT

HI Thailand has three main pillars of intervention within the Myanmar / Thailand Program : Armed Violence Reduction (AVR) including EO Risk Education,

- Inclusion of persons with disabilities with Disability Social Inclusion (DSI) and inclusive Early Child Development,
- Health and Rehabilitation with project covering physical and functional rehabilitation including mental health and psychosocial support

Background information of the position:

Reporting to the Logistics manager, the driver and maintenance participates in the preventive and reactive maintenance of HI's building.

S/he is the point person for the logistics manager and as such informs him or her of any problems that fall within his or her remit and suggests solutions.

S/he is a key player in the rollout and implementation of HI's logistics standards, which consists in reworking the positioning of logistics at HI and affirming the principle of professional development

Main objective of the position and Responsibilities:

The driver position is based in Mae Sot office. He is regular travel to field areas and /or other provinces to support the programme' missions.

Mission 1: Participates in defining the logistics section of the StratOP and implements its action plan

- RISKS: produces and updates the risk map for his or her area of responsibility and proposes and implements corrective mitigation measures;
- INCIDENTS : drafts the incident reports for his or her area of responsibility;
- INDICATORS : produces the data in the facilities management dashboard for his or her geographical area;

Mission 2: Deploys HI's Standards and contributes to its Expertise and Accountability within his or her remit:

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

Mission 3: Operational implementation of logistics on driving

- 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 his/her passengers' compliance with the legislation in application;
- Is responsible for the loading of his / her vehicle and its conformity / safety (if applicable);

- Is responsible for the cargo transported until unloading at destination (if applicable);
- Adapts his/her 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 to him/her and makes the necessary reminders to his/her line manager (if required).

Mission 4: Facilitates the Logistics profession's development and contributes its development across the organization

- Contributes to the facilitation of the profession sector in his/her geographical area (community of practice)

Mission 5: Emergency Preparedness and Response Responsibilities

- Contributes to the program's emergency preparedness actions and, during an emergency, adapts his/her work modality to contribute to HI's effective humanitarian response

Other skills

Management skills

- Being capable of helping team members to progress: developing the staff's ability to work autonomously
- Knowing how to position oneself so things can move forward
- Knowing how to simplify and prioritize
- Proven managerial skills (management of drivers, guards and cleaner)
- Excellent organizational skills
- Very strong interpersonal skills: strong communication and diplomatic skills
- Initiative, Practical and problem-solver

Job requirement

Education: Secondary School.

Experience:

- At least 2 years' work experience as driver is required.
- Valid driving License is required.
- Knowledge of driving rules and regulations is required
- Experience with persons with disabilities as added value is preferable.

Cross Cutting Skills:

- Skills in basic vehicle repair/mechanic.
- Capacity to drive 4WD vehicle in mountain areas
- Good interpersonal and communication skills.

Language skills

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

Behavioral Skills:

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

JOB CONDITIONS:

Local work contract, fixed duration contract

We offer also: nice working environment such as 21 days of annual leave per year, 15 days of public holidays, 5 days special leave for family event, Social Security & Worker Compensation Fund, Group life & health, phone card credit, 13th month bonus, seniority of 1% after the 1st year of employment and training possibilities.\

Start preferably: 15 July 2025 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, Thai ID Card, Educational certificate, training certificate) to: recruitment@thailand.hi.org

Only candidates who passed the & Administration 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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