
JOB DESCRIPTION

Drivers (2 Positions)

ABOUT US

With more than 30 years of experience, Cowater is Canada's global leader in management consulting services specializing in international development. Cowater is managing the Australia-Cambodia Cooperation for Equitable Sustainable Services (ACCESS) Program. ACCESS is a three-year (2018-2021) Australian Government initiative to improve the sustainability, quality and inclusiveness of services for persons with disabilities and for women affected by gender-based violence (GBV) in Cambodia. ACCESS reflects Australia's strong commitment to supporting human rights, gender equality and disability-inclusive development in our region. ACCESS works in partnership with the Royal Government of Cambodia to support the implementation of the National Action Plan to Prevent Violence Against Women (NAPVAW) and the National Disability Strategic Plan (NDSP).

SUMMARY OF POSITION

Cowater International Inc. is recruiting 02 positions of drivers. Under the supervision of Administration and Logistics Officer, the Drivers are responsible for the proper and safe utilisation of the vehicle and providing transportation for staff and official visitors. He/She will be in charge of vehicle maintenance needs and vehicle reporting.

KEY RESPONSIBILITIES

Driving

- Operate assigned vehicle in a safe and courteous manner, in compliance with highest road safety standards and traffic regulations
- Ensure that the vehicle is clean and tidy at all times.
- Fill up all information clearly on the vehicle logbook.
- Submit the logbook monthly and returns it to the responsible officers.
- Secure vehicle equipment and ensures that the vehicle is in secure place with locking devices at all times.
- Present safety briefing to passengers prior to each trip departure and ensure that passenger respect safety rules.
- Maintain accurate, up-to-date records of trip sheets, vehicle condition reports, vehicle maintenance, and other records as required by ACCESS program.
- Coordinate the schedule for major or periodic vehicle maintenance with management and staff to minimize service interruptions.

- Respond to accidents and medical emergencies by immediately notifying emergency response providers and reporting immediately to the Administration and Logistics Officer.
- Perform other duties as required by the Administration and Logistics Officer.

General Administration

- Support Administration and Logistics Officer in arranging official receptions and other events hosted by ACCESS Program.
- Greet visitors and introduce them to the appropriate staff.
- Answer the telephone and take messages when needed.
- Record receipt of documents that are received/sent to partners and deliver these to the staff.

JOB REQUIREMENTS

Education:

- Bac II (finish high school) with valid driving license or equivalent.

Minimum Experience:

- At least three (5) years of experience as driver.

Essential Skills:

- Excellent knowledge of road safety rules and traffic regulations
- Knowledge of basic mechanics and maintenance.
- Good knowledge of road condition, geography of Phnom Penh and other provinces in Cambodia.
- Ability to communicate and understand basic information in English.
- Team player, team work and commitment.
- Good interpersonal and communication skills.
- Flexibility and willingness to learn new skills.

Job Location : Phnom Penh, with frequent travels to the provinces

Schedule : Full-Time

Salary : As per experience and salary grid

Closing Date : October 21, 2019

How to apply : Please send your cover letter and CV to jobs@accesscambodia.org and call to 012 876 549 if you have any question regarding to the application.

Cowater International Inc. promotes equal opportunities for all. We welcome and encourage applications from women and from persons with disabilities. Candidates are encouraged to apply before the closing date provided as applications will be assessed as they are received. Only applicants shortlisted for interview will be contacted.