CARE International in Myanmar is one of the world’s largest independent development and humanitarian organizations dedicated to ending poverty and injustice. CARE’s vision is a world of hope, tolerance and social injustice, where poverty has been overcome and all people live in dignity and security. Since 1995, CARE International in Myanmar (CARE Myanmar) has worked in partnership with remote, rural, conflict-affected and urban communities, government and non-government actors to reach those affected by humanitarian crisis and living in extreme vulnerabilities through a non-religious and non-partisan approach.

Putting women and girls at the centre of our work, whilst equally focusing on engaging men and boys, CARE Myanmar’s 15-year Long-Term Programs focus on achieving lasting change for women and girls in urban areas; and women and girls in remote, rural and conflict-affected areas. CARE International Myanmar is currently working with around 200 staff currently operating from 8 field offices across Myanmar, supported by our main office in Yangon.

CARE International in Myanmar is looking for a suitable candidate for the following position:

**Driver (1) Position **

**National**

Basic Salary + 13th Month Salary + other Benefits

**Grade:** B  
**Duty station:** Maungdaw  
**Supervisor:** Administration & Logistics Officer

**Purpose of the Role**

The driver is a critical part of the CARE team being primarily responsible for the safe transportation of CARE staff and visitors, maintenance and record keeping for CARE vehicles, and communication and coordination with the CARE team.

The driver may be requested to work overtime and travel to other areas as required.

**MAIN RESPONSIBILITIES**

- Provide safe transportation for all passengers in the vehicle (CARE staff, INGO staff, partners, project beneficiaries, visitors) in accordance with the Travel Policy, and in accordance with laws of Myanmar;
- Transport any goods, communications, and messages as required and provide assistance with loading and unloading off the vehicle;
- Follow all driving rules, regulations and procedures as per the Standard Operating Procedures in the Safety and Security Management Plan;
- Report all traffic incidents and/or accidents immediately and complete the CARE Incident Report;
- Maintain vehicle log sheets and record appropriately according to CARE policy;
- Perform daily checks of the vehicle prior to any travel (including oil, water, tyres) and ensure that vehicles are properly maintained (including insurance, registration, and other official documentation);
- Conduct checks on CARE hired vehicles to ensure they are road worthy as required;
- Maintain a clean vehicle at all times (interior and exterior), report all problems to supervisor;
- Maintain personal hygiene whilst driving with passengers and take steps to eliminate bad odours;
- Ensure the vehicle is equipped with safety tools, first aid kit and drinking water; and
- Responsible for knowing addresses and directions when assigned, and attention to delivery instructions.

COMMON ACCOUNTABILITIES FOR CARE MYANMAR STAFF:
- To proactively participate in the APPA process including the annual appraisal, midyear review and regular 1:1 meetings, ensuring that the APPA process (including the paperwork) is an integral component of Annual Work Plans and activities as ways of improving performance and outcomes;
- Engage in emergency preparedness, assist in any emergency response as required;
- Promote a safe and secure work environment; foster a culture of safety and security awareness and ensure compliance with the safety and security policies, procedures;
- Demonstrate an ongoing commitment to Gender Equality, Diversity, Child Protection and Protection from Sexual harassment, Exploitation and Abuse; and
- Comply with CARE Myanmar’s financial and operational requirements, foster strong communication between operations and program teams and uphold high standards of honesty and integrity in personal conduct.

EXPERIENCE AND QUALIFICATIONS:
- Minimum high school graduate (grade 11) and/or minimum 1 years relevant work experience, preferably with a certificate in auto mechanics;
- Minimum 2 years driving experience, preferably with an International Non-Government Organisation (INGO) or private company;
- Valid Myanmar Driving license with knowledge of basic vehicle repairs and maintenance;
- Experience driving off-route conditions on very difficult terrain and during poor weather conditions;
- Familiar with Chin State and surrounding areas where CARE programs operate;
- Good communication skills in Myanmar and basic knowledge of English is an advantage;
- Ability to work within clearly defined routines and plans with minimal supervision;
- Good interpersonal skills including, open mindedness, willingness to learn, team spirit, good attitude and personality;
- Demonstrated flexible approach and ability to work under pressure and to organise and manage workload to meet deadlines; and
• Demonstrated characteristics in honesty, reliability, trustworthiness with the ability to maintain confidentiality.

To apply for this rewarding position please send an application letter, along with a current C.V., with a minimum of two professional references, one of which must be from the most recent line manager and copies of testimonials to the address below not later than 29th July 2020. Only successful candidate will be contacted for interview.

CARE International in Myanmar
No. 1259, Kayin Tan Myoma Village Tract,
Maungdaw Township, Rakhine State.
Email: MMR.Recruitment1@careint.org

CARE is an equal opportunity employer committed to a diverse workforce. Women, ethnic minorities and people with disabilities are strongly encouraged to apply.

CARE is committed to Child Protection and Protection from Sexual Exploitation and Abuse, applicants are advised that appointment will be subject to appropriate background checks and screening.

Note:
➢ Application will not be successful if applied position is not mentioned correctly.
➢ For internal candidates: Applicants should inform the respective line managers at the time of application.