**ROYAL UNIVERSITY OF BHUTAN**

**GEDU COLLEGE OF BUSINESS STUDIES**

**POSITION PROFILE**

**1. JOB IDENTIFICATION**

1.1 Position Title : Driver

1.2 Position level : PL-17

1.3 Occupational Group : Administrative and Technical Staff

1.4 Mode of Employment : Regular

1.5 College/OVC : Gedu College of Business Studies

**2. MAIN PURPOSE OF THE POSITION:**

* Under the direct supervision of the Head of, Administration Division, the Driver will be responsible for the duties highlighted in the key responsibilities.

**3. GENERAL ROLES AND RESPONSIBILITIES:**

* Drive office vehicles for the transport of authorized personnel.
* Collect and deliver mail, documents, and other items.
* Ensure that all vehicles comply with the Minimum Operating Security Standards (MOSS).
* Take care of the day-to-day maintenance of assigned vehicles, checking oil, water, battery, and brakes etc.
* Ensure that the assigned vehicle is kept neat and clean (interior and exterior) all the time.
* Log official trips, daily mileage, fuel consumption, oil changes, and greasing.
* Follow all rules and regulations in relation to the Road Safety Transport Authority.
* Perform other duties as assigned by the Supervisor.

**4. SPECIFIC ROLES AND RESPONSIBILITIES:**

* Ensure the safety of passengers, pedestrians, and other road users.
* Follow traffic rules and regulations.
* Regularly inspect and maintain the vehicle for safety.

**5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS**

5.1 Education: Minimum Class-VIII passed.

5.2 Experience: Candidates with PD license will be preferred for shortlisting purpose only.

**5.3 Knowledge Skills and Abilities:**

* Able to work under minimal supervision and be proactive.
* Effective time management skills.
* Excellent interpersonal skills.
* Good communication skills both in Dzongkha & English.
* Ability to perform multiple tasks and work under pressure.
* Maintenance of confidentiality at all times.
* Have basic knowledge & skills on vehicle mechanism to carry out minor maintenance.