



JOB DESCRIPTION

Functional Title	:	Driver
Responsibility Level	:	Support Staff
Department	:	Finance and Program Support- Emergency Response
Workstation	:	Nuwakot, Nepal (with frequent travel to flood-affected Municipalities and displacement sites)
No. of positions	:	1
Supervisor/Principal	:	Procurement and Logistics Specialist, Nuwakot with dotted responsibilities to Head driver

BACKGROUND

The Bhotekoshi flash floods caused significant damage and displacement across affected areas of Rasuwa, Nuwakot, Dhading, Gorkha Tanahu and Chitwan disrupting shelter, livelihoods and access to essential services and increasing protection, gender and inclusion risks for affected communities. As households transition from immediate humanitarian assistance towards recovery, there is a need for inclusive, gender-responsive and safeguarding-focused support that addresses the differentiated needs and vulnerabilities of women, girls, persons with disabilities, older people and other marginalized groups.

JOB SUMMARY

The Driver is responsible for undertaking and completing all driving tasks and requirements, providing timely and safe transportation and support services to staff and projects, ensuring the orderly movement of staff and program supplies, maintaining CARE vehicles in a safe and functional condition, ensuring the safety and security of CARE staff and materials, maintaining accurate information on vehicle movements, and performing other duties as assigned by the supervisor.

The employee shall fully comply with CARE policies and procedures and be accountable for upholding CARE's core values and principles.

KEY RESPONSIBILITIES AND TASKS:

R1. Provide Driving Services (70%)

- Ensure all vehicle users comply with CARE vehicle use rules and guidance.
- Drive CARE vehicles to different regions where CARE interventions are required.
- Follow CARE procedures related to driving, repairs, and vehicle maintenance.
- Drive at speeds appropriate to road and weather conditions while prioritizing passenger safety, other road users, and vehicle conditions.
- Wear a seat belt and ensure front-seat passengers do the same whenever the vehicle is moving.
- Ensure safe parking practices.
- Keep the vehicle clean and maintained to required standards.
- Maintain records of vehicle use, including dates, mileage, oil changes, and service.
- Advise staff traveling on official business regarding routes and travel timing.



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- Relay concerns or questions to CARE staff without making personal comments to communities.
- Inform the line manager of maintenance needs, vehicle care requirements, or vehicle problems.
- Keep the vehicle first aid kit updated and ensure all vehicle equipment (jack, spare tire, fire extinguisher, etc.) is present and functional before and after travel.
- Park vehicles in secure locations and safeguard personal and official property in the vehicle.
- Return any belongings left behind in the vehicle.
- Ensure vehicles are prepared and adequately fueled before field travel.

R2. Office Assistance (15%)

- Assist projects by distributing letters and documents, making copies, and storing, loading, unloading, or moving materials as instructed by the line manager.
- Avoid placing pressure on staff to rush assignments or return from the field early.
- Not discriminate or be selective regarding who is transported.

R3. Safety and Security Measures (10%)

- Carry mobile phones and ensure they are charged and have sufficient credit before every journey.
- Use only routes approved by the Security Unit.
- Conduct daily vehicle inspections every morning.
- Be accountable for vehicle equipment.
- Apply central locking while traveling.

R4. Upholding CARE's Core values and ensuring its principles.

- Comply and exercise organizational values and culture.
- Help to promote rights and good governance.
- Responsive to women and girls' specific needs in all actions and decisions.
- Demonstrate positive behaviors following the CARE code of conduct and uphold implementation of CARE Safeguarding policy at all levels.
- Safety and Security is everyone's responsibility within CI through full compliance and accountability (as per Principle –ii of the CARE International Safety & Security Principles).

PERSON SPECIFICATION REQUIREMENTS:

EDUCATION

- Preferably SLC level Certificate.
- Must hold a valid driver's license, issued by the authority of Nepal.

EXPERIENCE

- Minimum 5 years' experience driving vehicles.
- 2–3 years' experience working with INGOs.



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- Experience in safety and security with an INGO or similar organization.
- Strong interpersonal skills and patience.

TECHNICAL COMPETENCIES

- Should be able to read and write general English and Nepali.
- Ability to work under pressure.
- High attention to detail.
- Ability to work independently while following supervisor instructions.
- Commitment to gender-sensitive practices.

Disclaimer/Note

The responsibilities and requirements outlined in this Job Description are subject to change and may be revised as necessary to reflect evolving organizational priorities, operational requirements, and the needs of the position.

Approved by: _____

Date: _____

Agreed by: _____

Date: _____