1. **DRIVER - JOB DESCRIPTION (Terms of References)**

* Drive/operate the vehicle in a manner that is safe, reliable and efficient.
* Transport either passengers or goods safely to their destination.
* Observe and comply with all road safety regulations, health and safety regulations, RSTA Acts and Company rules and regulations.
* Supervise other Drivers if necessary.
* Carry out minor repairs and maintenance of the vehicle on a routine basis.
* Report to the immediate supervisor of any vehicle faults and necessary repairs.
* Carry out any other task assigned by the Supervisors
* Maintain the log book, movement orders, etc.. on a daily basis and renew all necessary documents on time. For example, blue books.
* Keep the vehicle clean and tidy at all times.
* Personal presentation, especially when transporting passengers, must be clean, tidy and professional at all times.
* Carry out any tasks assigned

1. **EDUCATION & EXPERIENCE CRITERIA**
2. Minimum qualification required is Class VIII & above.
3. Prior working experience shall be added advantage.
4. Ability to work as a team member, and good presentation skills with flexible working hours.

**C. PERSONAL SPECIFICATION, ATTRIBUTE & COMPETENCIES**

1. Strong interpersonal
2. Good communication skill.
3. **OTHER REQUIREMENT**
4. FMCL application form
5. Curriculum Vitae (CV).
6. Copies of:
   1. Certificates
   2. Academic transcripts and mark sheet.
   3. Security Clearance Certificate (online).
   4. Medical Fitness Certificate (Not older than 6 month).
   5. Citizenship Identity Card (CID), and
   6. No objection Certificate, if employed.
   7. Valid Driving License

**E. EMPLOYMENT TYPE**

He/She shall be in the contract period for two years and extendable based on performance.

**F. SALARY & OTHER BENEFITS**

1. Monthly salary structure 12095-300-18095 (pay fixation shall be negotiated based on candidate’s prior relevant experience)
2. TA/DA, Other benefits and allowances shall be as per FMCL Service Rule.