

VACANCY ANNOUNCEMENT (URGENT Hiring)

(VA – 012/2025)

CFSI is a humanitarian organization committed to peace and social development, with a particular interest in the psychosocial dimension. Its mission is to protect and promote human security— specifically the lives, well-being, and dignity of people uprooted by persecution, armed conflict, disaster, and other exceptionally difficult circumstances.

CFSI in Myanmar seeks qualified, experienced applicants with diverse backgrounds to work with CFSI, the duty station is in Naypyidaw.

1. Driver

1 post

SUBMISSION OF APPLICATIONS

Interested applicants should send their Expression of Interest (EOI) application to cfsi-myanmar@cfsi.ph with the subject line CFSI Screening Committee - (Position Title). *Example: CFSI Screening Committee-Monitoring and Evaluation Assistant.* The Screening Committee will only contact short-listed candidates. In your submission, include the following documents:

- (1) Letter of interest addressed to the “Screening Committee”**
- (2) Updated curriculum vitae**
- (3) Names and contact details of three professional references**

CFSI highly values diversity, is an equal opportunity employer, and welcomes into the Organization those who are committed to human rights, subscribe to humanitarian principles, and meet the requirements of specific posts. Employment is offered without regard to race, color, religion, gender, age, (dis)ability, sexual orientation, or marital status. Committed to being a learning organization, CFSI invests in the further development of its human resources, including contributions towards higher education.

CFSI is committed to preventing any type of unwanted behavior at work, including sexual exploitation and abuse, lack of integrity, and financial misconduct. CFSI has adopted a zero-tolerance approach to sexual exploitation, abuse, and harassment. Rigorous background and reference checks are undertaken for all short-listed candidates.

Incomplete application will not be considered for selection.

Qualified females are strongly encouraged to apply.

Deadline of Submission: 25 April 2025

COMMUNITY AND FAMILY SERVICES INTERNATIONAL

Position Description

Position	: Driver
Reports to	: Humanitarian Response Project Coordinator and Logistics Assistant
Duty Station	: CFSI Field Office in Naypyidaw (FON)
Project Classification	: Humanitarian Response Project (HRP)

Duties and Responsibilities

The Driver provides support in ensuring that HRP staff members are transported in a safe and timely manner to their destinations. S/he ensures that vehicle/s assigned to him/her are in good running condition and always kept in a secure place.

1. Renders driving services to HRP staff in CFSI covered areas in Naypyidaw and elsewhere as required for the project
2. Secures/processes the required travel documents from the Finance and Admin Assistant to be approved by the HRP Coordinator.
3. Always prioritizes the safety and security of her/his passengers.
4. Ensures the upkeep and cleanliness of the assigned service vehicle.
5. Ensures that security guidelines are observed and complied with during field trips involving CFSI vehicles.
6. Observes diligently the rules of the road.
7. Ensures that emergency and communication equipment and supplies are always adequate and in top working condition.
8. Ensures availability of minimum PPE materials and a medical emergency kit in the vehicles.
9. Coordinates closely with the designated CFSI Security Focal in monitoring the daily security situation regarding areas to be visited and informs the Team of security conditions and developments.
10. Before the travel date, prepares a land route itinerary in consultation with the designated Security Focal or the Logistics Assistant.
11. Informs immediately Logistics Assistant or Project Coordinator on problems about his/her assigned vehicle.
12. Ensures that the service vehicle is properly maintained and regularly checked for wear and tear for optimum efficiency and safety.
13. While on the mission, shall not in all circumstances leave a parked vehicle unattended.
14. Maintains a record of trip tickets with an attached list of passengers and submits a daily/weekly report of these trips to the Logistics Assistant.
15. During training/ project activities, assists in the preparation of the kits and/or materials/office equipment that will be used for the project activity, as well as setting up the activity venue.
16. Performs other job-related tasks as may be required by the HRP Coordinator and Logistics Assistant

Report Obligations/Deliverables

1. Monthly Accomplishment Report
2. Trip Ticket
3. Guidance Note on Defensive Driving

Qualifications, Skills, and Necessary Experience

1. High-school graduate.
2. Licensed Professional Driver.
3. Minimum of two years' experience as a company driver
4. Ability to conduct basic automotive repair and maintenance.
5. Extensive familiarity with key townships and connecting road networks in Naypyidaw
6. Knowledgeable of the use of office equipment such as using computers and photocopier machines.
7. Excellent interpersonal skills.
8. Courteous.
9. Demonstrated ability to work in a cross-cultural setting.
10. Can speak, write, and understand English.