



HPA Recruitment Advertising for Driver Post

Position: Driver (1 person)

Location: Bases in Waingmaw Township, Kachin State

Report to: Team Leader, Logistic Officer, Coordinator or Manager

Organization Background:

Health Poverty Action was founded in 1984 and is an international NGO working on health and its social determinants with headquarters in London. Our vision is a world in which the poorest and most marginalized enjoy their right to health. We work with some of the poorest and most marginalized communities in Africa, Asia and Latin America, often in very difficult environments and fragile states. HPA works to enable these communities to achieve both immediate and long-term improvements to their health, promoting the realization of “everybody has access to primary health care service”. Our work in Myanmar mainly includes maternal and child health care, expanded programme of immunization, community health education, prevention and treatment of infectious diseases, WASH and humanitarian assistance etc.

Job descriptions:

1. Drive in full compliance with traffic and vehicle management rules; accept responsibility for any violations or accidents.
2. Maintain safe driving practices at all times; strictly avoid speeding, reckless driving, or driving under the influence.
3. Complete vehicle inspections, insurance renewals, and related formalities on time.
4. Keep the vehicle clean and presentable, including the interior, exterior, and engine compartment.
5. Routine checks before departure (water, oil, battery, etc.); report and resolve any abnormalities promptly.
6. Report repair needs with clear details and estimated costs to the supervisor.
7. Ensure the vehicle is securely locked when parked; avoid fatigue driving by resting adequately.
8. Prohibit smoking and enforce seatbelt use; address any inappropriate behavior in the vehicle professionally.
9. Accurately record trip details, including driving time, mileage, and fuel consumption.

10. Adhere to regular office hours when not driving; submit leave requests through proper channels.
11. Assist with office administrative tasks, logistics, basic maintenance, and data entry as assigned.
12. Perform additional duties as reasonably assigned by team leader, logistic officer, coordinator, or manager.

Essential qualifications:

1. Nine-grade or above education.
2. Basic communication skills and organizing ability.
3. Willing to work in remote, ethnic areas

Preferable qualities

1. Five years or above safe driving experience.
2. Proficient in 2 languages among Kachin, Burmese and English

Benefit package

1. Enjoy working equipment allowance every 2 years
2. Health checking benefits every year
3. Accident insurance

PSEA Clause

HPA has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, at all times (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff joining the organization must ensure that they understand and act in accordance with this clause.

Notice Deadline:

Open until filled If you are interested, please send your resume (with a photo attached) to tian.yanghui@healthpovertyaction.org and hreapo@healthpovertyaction.org. Please indicate the specific position applying for in the email subject. Only shortlisted candidates will be interviewed. HPA will not inform those who are not invited for interview.