

HELVETAS is a Swiss and German registered non-profit international development organization operational in 30 developing countries around the world. Our vision is a just world in which all men and women determine the course of their lives in dignity and security, using environmental resources in a sustainable manner. Helvetas is active in 30 countries in the following three thematic areas: a. water, food and climate; b. skill, jobs and income and c. voice, inclusion and cohesion. Helvetas engages in emergency relief, reconstruction, and rehabilitation. Our working approaches prioritize local ownership, multi-stakeholder and equitable partnerships, and downward accountability. We are a gender, culture, race, creed, political and religion neutral un-bias organisation which promotes inclusion, diversity and tolerance, respect and fair treatment for and between employees, partners, contributors and community groups.

Subject to successful acquisition of a Myanmar Earthquake Shelter Recovery Response project, we are currently looking for an enthusiastic, committed, experienced and reliable

Office Driver – (100%)

based in Mandalay with frequent travel to project sites.

MAIN TASKS

- Driving office vehicles in accordance with traffic rules and regulations to be able to assist operation staff to do their assignment with safety and timely.
- Ensuring the regular maintenance and assigned vehicle must be in condition of acceptable and cleanliness and keep it always being ready for operation.
- Flexible working schedule according to the emergency response including pick-up service, delivery project materials,
- Support field staff's activities as necessary and build good teamwork with users of vehicle
- Regular monitor and knowledge to minor repair and to know minor problem-solving procedure on the spot on the field visit or on the trip.
- Proper record keeping assigned vehicle look book, vehicle maintenance and check necessary documents and regular update.
- Inform the supervisor regularly about maintenance needs and problems of office car and assigned vehicles.
- Handle local and organizational formalities when involved in an accident and ensure in the case of rule, regulations and procedures are follow accordingly
- Other duties assigned by supervisor

YOUR QUALIFICATIONS

- Bachelor's degree or upper secondary level
- Read and write basic level of English language for standard forms of Helvetas
- Must have a valid driving license
- Able to drive different types of vehicles in the project areas
- Having knowledge on the principle and mechanics of vehicles
- At least three years' field experience in humanitarian aid and emergency relief projects
- Willingness to travel frequently to the field
- Understanding and ability to identify a smooth and proper route
- Having knowledge of administration and logistics
- Knowledge of traffic rules and regulations
- Good communication skills with team members
- Ability to stay calm, focused, and safe driving

WE OFFER YOU

A multicultural setting and a flexible and dynamic working environment, which values innovation, initiative and learning.

We look forward to receiving your complete application including **motivation letter, work certificates and diplomas** by **25 June 2025 at 5pm**. Please note that **three references** are needed for shortlisted candidates. Interviews will be a combination of verbal and practical/technical exercise.

Please clearly state the name of the position you are applying for in the subject line of your email.

Please send your electronic application to hr.mmr@helvetas.org.

Visit our website <https://www.helvetas.org/en/myanmar>.