



# INTERNATIONAL RESCUE COMMITTEE

## Vacancy Announcement-Ref No.1739

(National Only)

### Four Core values of IRC

#### Integrity

We are open, honest and trustworthy in dealing with clients, partners, co-workers, donors, funders and the communities we affect.

#### Accountability

We are accountable—individually and collectively—for our behaviors, actions and results.

#### Service

We are responsible to the people we serve and the donors who enable our service.

#### Equality

We strive for equal outcomes for all clients and colleagues by promoting equitable access to opportunities and services.

### From Harm to Home

The **mission** of the IRC is to help people whose lives and livelihoods are shattered by conflict and disaster to survive, recover and gain control of their future. [www.theirc.org](http://www.theirc.org)

Who receives IRC's services?	the most vulnerable populations
Which sectors?	Livelihoods, water & sanitation, women protection & empowerment, health, social development
When began in Myanmar?	2008
What position you are applying for?	Driver
Number of Opening	1
Who you report to?	Supply Chain Assistant
Where you work?	Myitkyina, Kachin State.
When you start working?	Immediately
What will you get?	Basic Pay + Fringe Benefits (Monthly Health Benefit + Annual Group Life Insurance + Annual 13 <sup>th</sup> Month Pay + Gratuity + Leaves Entitlements)
When can you apply?	During 1 July 2024 to 10 July 2024
What IRC expects from you?	Zero tolerance with financial fraud, sexual harassment, sexual violence, child abuse, abuse on beneficiaries. The applicant is expected to abide by IRC's policies related to safeguarding. IRC defines safeguarding as "An umbrella term that covers both staff and client-facing protection from exploitation and abuse".
What is your Job Scope?	<b><u>Job Overview/Summary:</u></b> The Driver will perform as a key resource to IRC's transportation process. He/she will have overall responsibility for daily transport tasks for the assigned office/project, etc.

#### **Major Responsibilities:**

The Driver reports to the Sr. Supply Chain Officer/Supply Chain Assistant and is responsible for managing IRC's Car of Myanmar. The position is based in Myitkyina, and the Driver may travel to field sub-Office (Bhamo) and Myitkyina Office locations and partner offices within Kachin state when needed to support.

#### **Driver Overall responsibilities:**

- Drives the assigned motor vehicle and provides transportation service to expatriate/visitors/staff
- Accurately register all trips, including daily mileage and fuel, on the vehicle log sheet
- Perform daily maintenance of the assigned vehicle, checking oil, water, battery, brakes, tires, petrol etc.

- Ensure all IRC office vehicles are well maintained and organize prompt and appropriate repairs when required and personally check vehicle after servicing for effectiveness to ensure good running conditions
- Ensure that IRC vehicles are secure at all times
- Responsible to report any accidents or security incidents involving the vehicles including thefts or damage to the vehicle
- Daily cleaning of the vehicle both interior and exterior
- Meet and collect official IRC visitors at the airport and facilitate with immigration if required
- Follow all driving rules, regulations and procedures as per IRC Vehicle Policy.
- Provide logistics support for IRC Trainings and Workshops in coordination with the Program team and Operation team (Sr. supply Chain Officer/ Supply Chain Assistant/ Sr. Finance Officer).
- Any other duties as required by the Supervisor, including assisting project or administration activities as required

**Safety and Security**

- Promote a safe and secure work environment; foster a safety and security culture; and ensure consistent application of, and compliance with IRC safety and security policies and procedures

**What should you have?**

**Requirements:**

- Completion of secondary school education with basic knowledge of auto mechanics
- Minimum 3 years of experience as a driver, knowledge and especially driving on very difficult road/path conditions. Must have a valid driving license, driving skills and good communication skills
- Safe driving record; very good knowledge of driving/local traffic rules and regulations and skill in minor vehicle repair
- Ability to remain focused when pressure with a commitment to work hard and for long hours
- Ability to negotiate with different persons having different agendas
- Ability to assess security hazards, and strong problem-solving skills
- Ability to communicate in English and Myanmar effectively.
- Able to communicate with Kachin language will be an advantage.

Interested and qualified candidates are to submit a <b>Cover Letter, Resume, NRC and Education Certificates</b> to the Human Resources Department before the deadline.		
<b>Deadline</b>	<b>Mailing Address</b>	<b>Email</b>
<b>5pm on Wednesday, July/ 10 / 2024.</b>	<b>International Rescue Committee</b>  <b>Myitkyina Office</b>  No-101,Zaw Gyun Street,Corner of Pone Nate Tike Street,Shan Su(South) Myitkyina	<a href="mailto:HR.IRCMyanmar@rescue.org">HR.IRCMyanmar@rescue.org</a>
<b>Notes :</b>		
<ul style="list-style-type: none"> <li>➤ Resume is requested to be submitted in <b>Microsoft Word Format</b>.</li> <li>➤ Please clearly mention the Position and Location you are applying for in the email Subject Line.</li> <li>➤ IRC is an Equal Opportunity Employer and considers all applicants on the basis of merit without regard to race, sex, color, national origin, sexual orientation, age, marital status, veteran status or disability.</li> <li>➤ Candidates are required to declare in advance should there be any relative or family member currently employed in IRC. Failure to do so, he/she will be subjected to the termination of the employment contract even after successfully selected.</li> <li>➤ <b>IRC regrets to inform that only short-listed candidates will be contacted.</b></li> </ul>		