

Who we are?

As a global leader, CARE is shaping the future of the humanitarian and development sector. Each year, we deliver support and services to millions of people in over a hundred countries. We do this by focusing on our mission and living the values that drive our organization. A career at CARE is an opportunity to be part of a movement that brings communities together to solve complex problems and foster lasting change throughout the world. We seek individuals who are passionate about humanitarian and development work, collaborate well with others, embrace learning and innovation, and deliver results.

What it's like to work at CARE?

CARE is a mission-driven international humanitarian aid and development organization that offers an opportunity to work with people across the world. Not a day will go by that you won't learn something profound, meet an expert, or write a sentence that can change a life. We are committed to an environment where everyone can succeed.

CARE in Myanmar is looking for a suitable candidate for the following position:

Driver National Only

Basic Salary + 13th Month Pay Benefit + Other Benefits

Grade:	B
Duty station:	Mandalay
Supervisor:	Admin and Logistics Manager
Number of Post:	1
Contract Type:	Fixed Term
Application Deadline:	18 May 2025

Due to the urgent requirement of the position, the applications will be considered on a rolling basis and may be filled during the advertising period.

PURPOSE OF THE ROLE

The driver is a critical part of the CARE team, being primarily responsible for the safe transportation of CARE staff and visitors, maintenance and record keeping for CARE vehicles, and communication and coordination with the CARE team.

The driver may be requested to work overtime and travel to other areas outside of Mandalay as required. This position may be required to travel to project areas and overnight stays may be required.

MAIN RESPONSIBILITIES

- Provide safe transportation for all passengers in the vehicle (CARE staff, INGO staff, partners, project beneficiaries, visitors) in accordance with the Travel Policy, and in accordance with laws of Myanmar.
CARE ၏ ခရီးသွားမူဝါဒနှင့် မြန်မာနိုင်ငံ၏ ဥပဒေများနှင့်အညီ CARE ဝန်ထမ်းများ၊ နိုင်ငံတကာအဖွဲ့အစည်း ဝန်ထမ်းများ၊ မိတ်ဖက်ဝင်များ၊ စီမံကိန်းအကျိုးခံစားသူများ၊ ဧည့်သည်များအား ယာဉ်ဖြင့် လုံခြုံစွာ သယ်ယူပို့ဆောင်ရန်။
- Transport any goods, communications, and messages as required and provide assistance with loading and unloading off the vehicle.
လိုအပ်သည့်အခါ ပစ္စည်းများနှင့် စာရွက်စာတမ်းများကို သယ်ယူပေးရန်၊ ယာဉ်ပေါ်သို့ ပစ္စည်းတင်ခြင်းနှင့် ပစ္စည်းချခြင်းများတွင် ကူညီပေးရန်။
- Follow all driving rules, regulations and procedures as per the Standard Operating Procedures in the Safety and Security Management Plan.
လုံခြုံရေးနှင့်အန္တရာယ်ကင်းရှင်းရေးစီမံခန့်ခွဲမှုအစီအစဉ်တွင် ဖော်ပြထားသော စံသတ်မှတ်ချက်အရ လုပ်ငန်းဆောင်ရွက်မှု လမ်းညွှန်ချက်များအတိုင်း ယာဉ်မောင်းခြင်းနှင့် ဆက်စပ်သည့် စည်းမျဉ်းများကို လိုက်နာရန်။
- Report on all traffic incidents and/or accidents immediately and complete the CARE Incident Report.
မတော်တဆမှုတစ်ခုခု ဖြစ်ပေါ်ပါက ချက်ချင်း အကြောင်းကြားရန်နှင့် CARE ၏ မတော်တဆမှု အစီရင်ခံစာ ဖြည့်သွင်းတင်ပြရန်။
- Maintain vehicle log sheets and record appropriately according to CARE policy.
CARE ၏ မူဝါဒအတိုင်း ယာဉ်အသုံးပြုမှတ်တမ်းစာရွက်များကို မှန်ကန်စွာမှတ်တမ်းတင်ရန်။
- Perform daily checks of the vehicle prior to any trip (including oil, water, tires) and ensure that vehicles are properly maintained (including insurance, registration, and other official documentation).
ခရီးစဉ်မစတင်မီ ယာဉ်၏ ရေနံနှင့်ဆီအပါအဝင် တိုင်းတာမှုများ၊ တာယာများစစ်ဆေးခြင်းတို့အပါအဝင် နေ့စဉ် ယာဉ်စစ်ဆေးမှုများပြုလုပ်ရန်။ ယာဉ်၏ အာမခံစာရွက်စာတမ်းများ၊ မှတ်ပုံတင်လက်မှတ်များနှင့် တခြားတရားဝင်စာရွက်စာတမ်းများအပါအဝင် ယာဉ်ကို မှန်ကန်စွာပြုပြင်ထိန်းသိမ်းထားရန်။
- Conduct checks on CARE hired vehicles to ensure they are road worthy as required.
CARE မှ ငှားရမ်းထားသော ယာဉ်များကိုလည်း လိုအပ်သလို လမ်းပေါ်မောင်းနှင်ရန်သင့်မသင့် စစ်ဆေးရန်။
- Always Maintain a clean vehicle (interior and exterior), report all problems to the supervisor.
ယာဉ်ကို အမြဲသန့်ရှင်းအောင် ထိန်းသိမ်းထားရန် (အတွင်းအပြင်အပါအဝင်)၊ ပြဿနာပေါ်ပေါက်ပါက မန်နေဂျာထံ ချက်ချင်းအစီရင်ခံရန်။
- Maintain personal hygiene whilst driving with passengers and take steps to eliminate bad odors.
ခရီးသည်များရှိစဉ်အတွင်း တစ်ကိုယ်ရည်သန့်ရှင်းမှုကို ထိန်းသိမ်းထားရန်၊ မကောင်းသော အနံ့အသက်များကို ထိန်းချုပ်ရန်။
- Ensure the vehicle is equipped with safety tools, first aid kit and drinking water; and
ယာဉ်တွင် လုံခြုံရေးကိရိယာများ၊ ရှေးဦးသူနာပြုပစ္စည်းများ၊ သောက်ရေသန့် စသည့်အရာများကို ထည့်သွင်းထားရန်။
- Responsible for knowing addresses and directions when assigned, and attention to delivery instructions.
တာဝန်ပေးသောအခါ လမ်းကြောင်းနှင့် လိပ်စာများကို နားလည်သိရှိထားပြီး ပေးထားသော ပို့ဆောင်ရေးညွှန်ကြားချက်များကို လိုက်နာရန်။

Responsibilities on Safety and Security and Safeguarding and Child Protection:

- This position is expected to adhere to Safety & Security responsibilities, emphasizing team and individual accountability to maintain a safe environment. This includes readiness, compliance, and active engagement to mitigate risks through awareness, reporting, and policy enforcement.
- All CARE staff must uphold ethical standards, following codes of conduct to prevent abuse, including sexual harassment, exploitation, and neglect.

EXPERIENCE AND QUALIFICATIONS:**Education/Training****Required**

- Minimum high school graduate (grade 11) and/or minimum 1 year's relevant work experience, preferably with a certificate in auto mechanics.

Experience/Technical Skills**Required**

- Minimum 2 years' driving experience, preferably with an International Non-Government Organization (INGO) or private company.
- Valid Myanmar Driving license with knowledge of basic vehicle repairs and maintenance.
- Experience driving off-route conditions on very difficult terrain and during poor weather conditions.
- Familiar with Mandalay and surrounding areas where CARE programs operate.
- Good communication skills in Myanmar and basic knowledge of English is an advantage.
- Ability to work within clearly defined routines and plans with minimal supervision.
- Good interpersonal skills including open-mindedness, willingness to learn, team spirit, good attitude and personality.
- Demonstrated flexible approach and ability to work under pressure and to organize and manage workload to meet deadlines; and
- Demonstrated characteristics in honesty, reliability, trustworthiness with the ability to maintain confidentiality.

HOW TO APPLY

To apply for this rewarding position please send the following information and documents to the address below.

- a cover letter and a current C.V., with a minimum of two professional references, one of which must be from the most recent line manager.
- your expected salary mentioned in your application.

The subject of the application should include "**Position Title and Duty Station**". Only successful candidates will be contacted for an interview.

Human Resources Department
CARE International in Myanmar
No. 3, Mya Sabai Street, Parami Yeikthar,
Yankin Township, Yangon, Myanmar.
Email: MMR.Jobs@care.org

OUR COMMITMENT TO INCLUSIVE WORKFORCE

CARE is an Equal Opportunity employer. We provide equal employment opportunities to all employees and qualified applicants for employment without regard to race, color, sex, religion, ancestry, national origin, age, disability, marital status, or veteran status, or any other characteristics protected under applicable law.

OUR VALUES AND COMMITMENT TO SAFEGUARDING

CARE participates in the Inter-Agency Misconduct Disclosure Scheme. In line with this Scheme, we hereby request information from the candidate's previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the candidate left employment. All offers of employment are subject to satisfactory references and appropriate screening checks. By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.