

VACANCY ANNOUNCEMENT

Driver

Association for Aid and Relief, Japan (AAR Japan, head office: Tokyo, Japan) is an International Non-Governmental Organization without any political, religious, or ideological affiliations. AAR Japan was established in November 1979 and has operated in more than 60 countries, focusing on support for persons with disabilities, emergency assistance, public awareness raising etc. In Myanmar, AAR Japan has been providing assistance to persons with disabilities since 1999 in Yangon, and Hpa-an Office was also opened in 2013 to work together with the community to promote safer and better living environments for persons with disabilities in Kayin State.

AAR Japan (Yangon Office) is implementing the projects (1) Provision of vocational training and employment promotion project for people with disabilities in Myanmar including assistive devices provision and creation of a safe environment for vocational training and (2) A Better Future for Children with Disabilities Project.

For more detailed information of the organization, please visit our webpage:

<http://www.aarjapan.gr.jp/english/>

AAR Japan is seeking motivated and experienced candidates for the following position;

JOB DESCRIPTION

Position: Driver

No. of Post: 1

Reports to: Country Representative, expatriate staff, and Head of Yangon Office

Duty station: Yangon Office

Duration: Until 31st January, 2027 (3-month probation period)

Starting date: As soon as possible

1. Key Responsibilities

The driver shall carry out the following duties under the supervision of the Country Representative, expatriate staff, and the Head of Yangon Office.

- Drive the office vehicle in a safe manner, abiding by all driving laws and regulations of the Republic of the Union of Myanmar and the Fleet Management Guideline of AAR Japan.

- Ensure the necessary documents, spare tires, repair tools and first aid kit are equipped in the vehicle.
- Carry out daily and weekly checks and report any faults to the supervisors.
- Record all trips and fuel consumption in logbooks.
- Assist colleagues with field activities and administrative duties assigned by the supervisors.
- Pick up and drop off expatriate staff at their apartments on a daily basis.
- Other duties including the administrative work as mutually agreed between the employer and employee.

2. Required Competencies

(a) Professional Competencies

- Experience: Minimum 3 years of work experience as a Driver, preferably in the development or humanitarian sector.
- Knowledge: Strong knowledge of Yangon area, Basic knowledge of vehicle maintenance/car mechanics.
- Language: Basic or intermediate English, Fluency in Burmese

(b) Behavioral Competencies

- Strong motivation for working with persons with disabilities.
- Ability to work as part of a team with respect.
- Demonstrates a cooperative, sincere, creative, and patient personality.
- Strong communication skills and interpersonal skills.
- Comfortable with smartphone technology.
- Flexible and adaptable work approach.
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3. PSEAH Compliance and Ethical Requirements:

- AAR Japan maintains a strict zero-tolerance policy toward Sexual Exploitation, Abuse and Harassment (SEAH) of beneficiaries.
- Every staff member is responsible for upholding Protection from Sexual Exploitation, Abuse and Harassment (PSEAH) principles, in accordance with the organization's Code of Conduct.
- Compliance with the Standards of Conduct, which integrates PSEAH principles, is mandatory at all times, including both during and outside working hours.
- All staff are required to familiarize themselves with, and consistently adhere to, the Code of Conduct, and complete all related mandatory PSEAH training.
- Understanding and acting in line with this commitment is an essential condition of employment.

4. Qualifications

Candidates who already have accommodation arrangements in Yangon are preferred. AAR Japan will not provide travel costs to Yangon or accommodation allowances upon recruitment.

5. Application

- Please send the following documents by e-mail to aarkrn.hr@gmail.com, with the subject line indicating the position you are applying for and your full name, or submit the following documents to the AAR Japan Yangon Office by **23 October 2026**. Position will remain open until filled.

- a. Cover Letter
- b. CV including information on current and past job experiences and expected salary.
- c. Copy of Driver's license
- d. References

****Note:*** Only short-listed candidates will be contacted by AAR Japan.