

## ROYAL UNIVERSITY OF BHUTAN

## POSITION PROFILE

**1. JOB IDENTIFICATION**

- |            |                            |   |
|------------|----------------------------|---|
| <b>1.1</b> | <b>Position Title</b>      | : Driver  |
| <b>1.2</b> | <b>Position Level</b>      | : PL 17   |
| <b>1.3</b> | <b>Occupational Group</b>  | : Administrative and Technical  |
| <b>1.4</b> | <b>Employment Duration</b> | : 2 Years contract without contract allowance (extendable based on performance and service requirement in the College). |
| <b>1.5</b> | <b>College/OVC</b>         | : Paro College of Education   |

**2. MAIN PURPOSE OF THE POSITION:** *(provide main purpose of the job).*

The primary responsibility of the position is to drive College pool vehicles and maintain records of the designated pool vehicle on daily basis.

**3. GENERAL ROLES AND RESPONSIBILITIES:** *(Use Representative Work Activities as provided in Position Directory).*

- 3.1 Drive/operate the vehicle in a manner that is safe, reliable and efficient;
- 3.2 Transport either passengers or goods safely to their destination;
- 3.3 Observe and comply with all road safety regulations, health and safety regulations, RSTA Acts and RGoB rules and regulations;
- 3.4 Supervise other drivers if necessary;
- 3.5 Carry out minor repairs and maintenance of the vehicle on a routine basis;
- 3.6 Report to the immediate supervisor of any vehicle faults and necessary repairs;
- 3.7 Maintain logbook, movement orders, etc. on a daily basis and renew all necessary documents on time. For example, blue books;
- 3.8 Keep the vehicle clean and tidy at all times; and
- 3.9 Carry out any tasks assigned.

**4. SPECIFIC ROLES AND RESPONSIBILITIES:** *(Provide list of specific task that is not covered by the Representative Work Activities).*

- 4.1 Multitask as Messenger as per the instructions of the Administrative Officer;
- 4.2 Provide necessary support services during the time of emergency as per the instruction from the supervisor.

**5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS:** *(Use KSA and Position Profile Matrix Position Directory as a guide).*

- 5.1 Education:** Minimum Class VIII pass with Certificate in driving with driver's license for Light Vehicle and Coaster Bus.

**5.2 Experience:** Relevant experience (driving Light Vehicle & Coaster Bus) will be given preference for the purpose of shortlisting

**5.3 Knowledge Skills and Abilities:**

- 5.3.1 Conversant in the area of responsibilities both in terms of technical knowhow and changing environment;
- 5.3.2 Good communications skills both in terms of written and speaking;
- 5.3.5 Ability to work in teams and ready to work beyond working hours.