



# ASEAN REGIONAL MINE ACTION CENTER

## POSITION DESCRIPTION (PD)

### Position Description

<b>Country:</b>	Cambodia
<b>Office Location:</b>	Permanent Secretariat of ASEAN Regional Mine Action Center (ARMAC)
<b>Position Title:</b>	Driver/Administrative Assistant
<b>Reporting to:</b>	Secretary/Admin
<b>Responsible for:</b>	Driving and maintaining vehicle in compliance with ARMAC's security regulations and national laws and providing administrative supports to ARMAC's office.

### Job Purpose

The purpose of this position is to drive for ARMAC's staff members, visitors and delegates, and to provide administrative supports to the ARMAC permanent secretariat office.

### Key Tasks and Responsibilities

- Drive the vehicle for ARMAC Executive Director, delegates, visitors and other staff members.
- Maintain the assigned vehicle and perform minor repair when required.
- Check the vehicle for roadworthiness and ensure complete equipment before departure (tires, indications of fuel, lights, horns, brake systems and other necessary accessories) and post departure.
- Pick up visitors or staff member from or to airport.
- Prepare and update vehicle logbook on mileage.
- Ensure that the vehicle is properly equipped with first aid kit.
- Perform loading and unloading of office/ project stuff such as office equipment, office supplies and project materials etc.
- Assist the team to obtain quotations, prepare comparative bid analysis and recommendations to purchase vehicle parts.
- Arrange delivery of goods and services with good delivery note in a timely and cost effective manner.
- Assist the team to inspect goods upon the delivery from supplier and prepare good received note.
- Assist the team to do inventory/fixed asset physical count, asset tagging, office and meeting room arrangement.

- Plan and organize the ARMAC transportation requirements; implement and maintain use of transportation management system for all ARMAC vehicles to ensure the best use of the vehicles.
- Arrange proper vehicle inspection and maintenance as required.
- Other work related duties and responsibilities that may be reasonably assigned by his/her line manager.

## Qualifications

<b>Education:</b>	Required	Preferred
Secondary school completion.	✓	
Possess a valid driving license.	✓	
Ability to speak and write some English.	✓	
<b>Experience:</b>		
Minimum of 3-year experience in driving.	✓	
Previous experiences with Government, NGOs or IOs.		✓
Experience with off road conditions.	✓	
Experience with driving for foreigners.		✓
<b>Skills:</b>		
Familiar with urban and rural roads.	✓	
Familiar with Phnom Penh streets.	✓	
Handymanship.	✓	
Teamwork.	✓	
<b>Competencies:</b>		
Polite and honest attitudes.		
Knowledge and understanding of driving rules and regulations.		
Willingness to work with flexible time.		
Ability to work under pressure.		