

TOR for Driver

UNFPA Bangladesh Country Office invites applications from eligible candidates for the following position:

Post : Driver
Number of Position : 1 (One)
Type : Fixed Term / Service Contract
Location : UNFPA Office / Field Based Position

Duties and Responsibilities:

Driver will be required for driving office vehicles for the transport of authorized personnel and delivery and collection of mail, documents and other items. S/he will also be responsible for day to day maintenance of the assigned vehicle and minor repair of the car, if required.

Qualifications and Competencies

Candidate must have at least Primary level education certificate. Secondary school certificate is desirable. At least 5 years of experience as a driver with valid driving license and safe driving record is must. Knowledge of driving/traffic rules and regulations and chauffeur courtesies are required. Other necessary qualifications for this position are good knowledge of Bangla and working knowledge of English and skills in minor vehicle repair excellent physical conditions.