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བསམ་ཚུ་ཤེས་རིག་མཁོ་རིམ་སློབ་གྲྭ།

**Royal University of Bhutan**

Samtse College of Education



*"You cannot give what you do not have."* **DrukGyalpo**

Annexure 5A/6.1.2.1

**ROYAL UNIVERSITY OF BHUTAN  
SAMTSE COLLEGE OF EDUCATION**

**POSITION PROFILE**

**1. JOB IDENTIFICATION**

- 1.1 Position Title: Driver
- 1.2 Position Level: 17
- 1.3 Occupational Group: Administrative & Technical
- 1.6 College/OVC: Samtse College of Education

**2. MAIN PURPOSE OF THE POSITION:**

The main purpose of the position is to take up the roles and responsibilities of driving the vehicles of the Samtse College of Education (SCoE), Royal University of Bhutan, Samtse.

**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;



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བསམ་ཚུལ་ཤེས་རིག་མཐོ་རིམ་སློབ་གྲྭ།

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- 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:**

- 4.1 To drive the designated vehicle of the office with care and responsibility;
- 4.2 To drive and escort office staff on official tour and works;
- 4.3 To drop and pick official letters and cards to the designated places as per the instruction from the supervisor;
- 4.4 To assist and support in any other administrative works like maintenance, cleaning, arrangement of office and halls, as and when required.

##### **4.1 OTHER RESPONSIBILITY**

- ◆ Undertake other responsibilities as deemed appropriate by Administrative Officer and the College management.

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

**5.1 Education:** Class VIII and above, with valid professional driving license

**5.2 Experience:** Relevant work experience will be an added advantage



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**5.3 Knowledge Skills and Abilities** (Use KSA in Position Directory):

- Should be courteous and able to handle matters in short notice.
- Good communication skills in written and spoken language.
- Ability to work diligently with eye on details
- Being punctual and able to remain at the workplace as per the requirement of the position



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