**ANNEXURE I**

**ROYAL UNIVERSITY OF BHUTAN**

**POSITION PROFILE**

1. **JOB IDENTIFICATION** 
   1. **Position Title :** Driver
   2. **Position Level :** PL 17
   3. **Occupational Group :** Administrative and Technical
   4. **Employment Duration :** Regular
   5. **College/OVC :** Samtse 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 RESPONSIBILITES:** (Provide list of specific task that is not covered by the Representative Work Activities).

* 1. Multitask as Messenger as per the instructions of the Administrative Officer;
  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 passed 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.