

**ROYAL GOVERNMENT OF BHUTAN  
ROYAL UNIVERSITY OF BHUTAN**

**POSITION PROFILE**

**1. JOB IDENTIFICATION**

- 1.1 Position Title: Driver**
- 1.2 Position Level: 17**
- 1.3 Occupational Group: Administrative & Technical**
- 1.6 Place of work: Office of the Vice Chancellor**

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

Driver shall operate vehicles owned by the Office of the Vice Chancellor in a manner that is safe, reliable and efficient.

**3. Representative Work Activities:**

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

**4. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS :**

**4.1 Education:** Class VIII and must have valid driving licence.

**4.2 Experience:** Relevant experience is desirable

**4.3 Knowledge Skills and Abilities:**

- 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.