

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

- 1.1. **Position Title:** Driver
- 1.2. **Position Level:** Position Level 17
- 1.3. **Occupational Group:** Administrative & Technical Staff
- 1.4. **College/OVC:** Office of the Vice Chancellor, RUB, Thimphu

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 Office of the Vice Chancellor (OVC), Royal University of Bhutan, Thimphu.

3. GENERAL ROLES AND RESPONSIBILITIES:

- 3.1. Drive/operate the vehicle in a manner that is safe, reliable and efficient;
- 3.2. Transport staff 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 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.

5. KNOWLEDGE, SKILLS & ABILITIES (KSA):

- 5.1. **Education:** Class VIII and above, with valid driving license for light vehicle
- 5.2. **Experience:** Relevant work experience will be an added advantage
- 5.3. **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