



THE SAMDRUP JONGKHAR INITIATIVE

TERMS OF REFERENCES

Driver & Office Assistant

Overall objective of the SJI

The overall longer term development objective of the SJI is to raise living standards in Samdrup Jongkhar and establish food security and self-sufficiency, while fully protecting and enhancing the natural environment and making it resilient to climate change, strengthening communities, stemming the rural-urban migration tide especially among educated youth, and fostering a cooperative, productive, entrepreneurial, and self-reliant spirit grounded in a rights-based approach to development, particularly focusing on women and youth.

Through interventions contributing to the overall objective, the aim is to uplift the Samdrup Jongkhar Dzongkhag in the most sustainable way, in line with Gross National Happiness (GNH)-goals. The intention is that the Dzongkhag will serve as a best practice pilot district, from which other district and national replication can take place.

Description of duties and responsibilities

- Perform general office administrative duties as required including photocopying, delivering and distributing mail. Function as a messenger for official purposes.
- Assist in preparation of public meetings, seminars, workshops and trainings.
- Drive SJI and Lhomon Society employees safely on their official duties including their clients on SJI-LMS work.
- Have to work during holidays, if required.
- Ensure proper maintenance of vehicle logbook after execution of every travel or/and repair/maintenance and fueling of the assigned office vehicle.
- Ensure proper care and timely maintenance of the assigned office vehicle.
- Ensure that the vehicle is parked in front of the office after every travel.
- Assist in ensuring proper maintenance of office space, equipment and facilities.
- Discharge any other responsibilities assigned in the interest of the office.

Conditions of work

The work base will be Dewathang where the field office of the SJI is located. Dewathang is connected by road, electricity, water supply and Internet. Finding housing in Dewathang is a challenge. The office is equipped with Internet, printers and a library. Staff members may be asked to travel away from their usual workplaces on authorized missions. The work includes travel and trekking to rural areas. In rural areas, accommodation, food and facilities can be basic.

Knowledge, competencies and experience

- Class X and above with valid driving license for light vehicle.
- Minimum of 2 years driving experience.
- Knowledge and experience in operating and maintaining light vehicle.
- Ability to follow both written and oral instructions.
- Have no adverse record such as drug addiction, criminal record and misconduct.
- Certificates in driving related areas like maintenance will be an advantage.
- Willingness to work according to a flexible schedule.

Behavioral qualities

The SJI works closely with the community. Our interactions with our communities define our roles and responsibilities. We have carefully developed a harmonious relationship with our stakeholders. All SJI employees are mandated to uphold the highest standards possible when it comes to work in the office and in dealings with community. A strong work ethics, integrity, respect for deadlines and team spirit is essential.

Terms and conditions of employment

Contract duration

- The candidate selected for the assignment is expected to commence work within three working days after the announcement of result.
- The selected candidate will be on six months probation.
- Assignment will be for 36 months and extendable base on performance.

Remuneration and allowances

- A salary of Nu. 10,000 will be paid at the end of every calendar month.
- DSA/TA will be paid as per the organization's practice.
- Annual increment of Nu. 150 (Ngultrum one fifty) shall be given based on performance. It shall not be claimed as a matter of right.
- Five percent of the employee's basic salary shall be deducted monthly towards the Private Provident Fund (PPF) scheme serviced by RICBL and a matching contribution from the employer shall also be made monthly towards the fund. Entitlement shall be determined as prescribed in the agreement and the office order(s) in force.
- Gratuity of one month's salary for every completed year of satisfactory service but not exceeding Nu. 300000/- (Ngultrum three hundred thousand) only shall be paid to the employee if the employee has served the office satisfactorily for at least eight years.

Other conditions of contract

- The employee shall be responsible for arranging his/her own accommodation, medical expenses and insurance.
- The employee shall be entitled to leave as approved by the employer's board.
- The employee shall be liable for taxes as per tax laws of the nation.

Code of Conduct

- In general, Internal Service Rules, Finance & Accounting Manual and Article of Association of Lhomon Society shall govern.