

TERMS OF REFERENCE (TOR)

Diver

1. Overall Job Description

The Driver (Motor Vehicle Operator) shall be responsible for the safe, timely, and efficient transportation of essential food commodities, including school feeding supplies and Gyalsung supplies, to regional depots, warehouses, and other designated locations across the country. The position shall support the smooth and uninterrupted operation of FCBL's supply chain and distribution activities.

2. Specific Responsibilities

The Motor Vehicle Operator shall:

- i. Operate company-assigned vehicles safely and efficiently for the transportation and delivery of food commodities and other supplies to designated locations.
- ii. Ensure the proper handling, loading, transportation, and delivery of goods to prevent damage, loss, or deterioration.
- iii. Maintain accurate records of vehicle trips, fuel consumption, mileage, deliveries, and other relevant transport-related activities.
- iv. Conduct routine pre-trip and post-trip inspections and basic maintenance checks, including oil, brakes, tires, lights, and other essential components.
- v. Promptly report vehicle defects, breakdowns, damages, or maintenance requirements to the immediate supervisor.
- vi. Comply with all applicable traffic laws, road safety requirements, and FCBL's transport and vehicle management policies.
- vii. Assist in the loading and unloading of goods, as required, while ensuring appropriate safety measures are followed.
- viii. Immediately report any accident, incident, breakdown, delay, or other challenges encountered during transportation to the supervisor.
- ix. Coordinate with warehouse staff, regional depot managers, and other concerned officials to ensure timely delivery and adherence to delivery schedules.
- x. Ensure the proper custody and security of company vehicles, goods, documents, and other assigned items during transportation.
- xi. Perform any other duties and responsibilities assigned by the supervisor in the interest of the Company.

3. Education and Experience Criteria

- i. Minimum Class X qualification.
- ii. Must possess a valid driving license appropriate for the assigned vehicle category.
- iii. Relevant experience in operating medium to heavy vehicles shall be an advantage.

- iv. Prior experience in transportation, logistics, warehouse operations, or handling of goods shall be an added advantage.

4. Personality Specifications and Attributes

The candidate should possess the following attributes:

- i. Basic knowledge of vehicle maintenance and troubleshooting.
- ii. Good driving skills with a strong commitment to road safety.
- iii. Punctual, responsible, reliable, and disciplined.
- iv. Ability to work independently with minimal supervision.
- v. Good knowledge of road networks, routes, and geographical locations within the assigned region.
- vi. Physically fit and capable of assisting with loading and unloading of goods when required.
- vii. Ability to work beyond normal working hours and undertake long-distance travel, as required by operational needs.
- viii. Good communication and coordination skills.

5. Document requirements

- i) Duly filled FCBL Job application form.
- ii) Curriculum Vitae/Resume.
- iii) Copies of Academic certificates and transcripts.
- iv) Copy of work experience certificate
- v) Copy of valid CID card.
- vi) Security Clearance.
- vii) No Objection letter if employed.
- viii) Original medical fitness certificate

6. Salary and Other Benefits

- 1. Position Level: O4
- 2. Basic Pay : Nu. 10,685.00
- 3. Fixed Allowance: Nu. 7740.00
- 4. Contract Allowance: 50% on Basic Pay
- 5. LTC: Nu. 890.00
- 6. PBVI based on the annual performance compact (i.e. as and when decided by the management).
- 7. Other allowance shall be provided as per the Internal Service Rules (ISR).

7. Reporting and Work Location

The Motor Vehicle Operator shall report to the Regional Director or designated supervisor and shall be stationed at the assigned FCBL Regional Office, warehouse, depot, or other designated operational location.