



JOB DESCRIPTION

Position Information

Functional Title: Driver
Level: GS-2
Reports to: Chief of General Services Section
Location: Extraordinary Chambers in the Courts of Cambodia (ECCC), Phnom Penh

Organizational Context

The incumbent works with the General of General Services Section (GSS) and is fully responsible for providing official transportation services to ECCC passengers to and from any locations in Cambodia and ensuring safety during the mission period. S/he is also responsible for properly operating and maintaining any assigned ECCC vehicle

Functions/Key Results Expected

Summary of key functions:

- Thoroughly inspect the assigned vehicle before use and at regular interval on the trip to ensure good functioning at all times;
- Report any malfunctioning of the assigned vehicle to the Dispatcher and the Security Control Centre;
- Always check tires, fuel, oil, water and lights before driving as well as checking that all necessary tools and equipment are present in the assigned vehicle before starting on a trip;
- Study and be familiar with Phnom Penh and Cambodian roadmaps to ensure efficient route selection and timely operations;
- Ensure the safety of the passengers and vehicle at all times while driving;
- Keep the interior and exterior of the assigned vehicle clean and tidy at all times;
- Fill out all required documentation before departing on a mission;
- Always carry personal identification, UN and national driving permit and trip authority in the vehicle;
- Dress neatly and present a clean and smart appearance.
- Perform other duties as assigned by the Chief of GSS and vehicle Dispatcher.

Recruitment Qualifications

Education: High school certificate

Work Experience: A minimum of three-year proven experience in driving. Experience in driving several types of vehicles such as Sport Utility Vehicle (SUV), van or mini bus, sedan, etc.

Language Proficiency: Khmer and English

Knowledge: Good knowledge of the National traffic laws.
Basic vehicle repair and maintenance knowledge.

Skills and Abilities: The possession of a valid Cambodian National driving license.
Sound health.

Signatures – Job Description Certification

Incumbent *(if applicable)*

Name Signature Date

Supervisor

Name Signature Date

Chief of Section

Name Signature Date
