

TERM OF REFERENCE (TOR)
FOR
TITLE: DRIVER for Project
Cambodia Nutrition Project (CNP)

Background

National Committee for Sub-National Democratic Development Secretariat (NCDDS) is the Implementing Agency for component 2 of CNP which finance community-based interventions in the seven priority provinces to stimulate demand, increase utilization of facility-based priority services, and encourage the adoption of improved RMNCAH-N behaviors. Component objectives are to: i) strengthen the links between the sub-national authorities, the public health providers, and the citizens; (ii) create demand and increase access to priority health and nutrition services; and (iii) strengthen public sector commitment and accountability to improve the availability and quality of priority health and nutrition services ; and (iv) use performance-based grants (C/S-SDGs) to improve (Sub National Authority) SNA delivery and sustainable financing of relevant social service activities linked with the project's priority services.

Job Summary

Driver of NCDDS-CNP working as courier of documents and other items and project staffs from NCDDS to Provinces and other sites within Phnom Penh.

Specific Responsibilities

1. Transportation of NCDDS staff to sites within Phnom Penh and Provinces.
2. Courier of documents and other items between NCDDS and Sites in Phnom Penh and Provinces.
3. Take care of vehicles including cleaning and basic maintenance.
4. Ensure the vehicles are repaired and maintained in a timely fashion.
5. Occasional transport NCDDS staff to provinces.
6. General duties as directed by the Cambodia Nutrition Project's manager
7. Work with due diligence in carrying out that tasks of the position.
8. Cooperate helpfully within between units to strengthen the performance of NCDDS-CNP.
9. Ensure regular, punctual and full-time attendance to duties official working hours.
10. Strive all time to assist the units attain the highest levels of accuracy in all its activities.
11. Undertake any other duties assigned by the Cambodian Nutrition Project's management.

Qualifications Required

- Completed High School
- Hold valid driving license.
- At least 3 years' experience in driving pick up or van within Phnom Penh, and Provinces.
- Ability to do basic car maintenance.
- Familiar with the location and streets in Phnom Penh and provinces in Cambodia.
- Fluent in Khmer, basic writing English.