



འབྲུག་སློ་ཚོར་གོང་འཕེལ་ཚད་འཛིན།
Bhutan Livestock Development Corporation Limited
Corporate Head Office
Thimphu: Bhutan



"Inspiring the growth of livestock entrepreneurs"

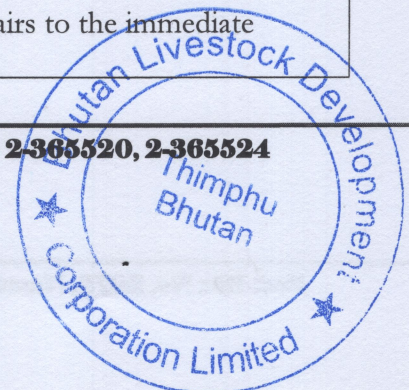
TERMS OF REFERENCE (TOR) FOR DRIVER OF BLDCL

Position Title	Driver
Grade	O4
Pay & Allowance	<ul style="list-style-type: none"> • Basic pay Nu.11,230+ Nu.3,500 House Rent Allowance (HRA) • Fixed Allowance: Nu.8,000 • LTC: Nu.935 • Contract Allowance: Upto 35% (Negotiable based on experience)
Type of employment	Contract (Initial for 3 years and extendable based on performance)
Qualification & Experience	Class VIII Passed with valid medium driving License
Background	The drivers are responsible for operating the office vehicle in a safe, reliable and efficient manner. Reporting directly to the MTO/branch manager. The drivers will be mostly engaged in transporting products and raw materials for Gyalsung supplies and School and Hospital Feeding Program under BLDCL.
Knowledge, Skills & Abilities	<ul style="list-style-type: none"> • Basic maintenance knowledge • Efficiency and time management • Strong driving record • Knowledge of safety regulations and traffic laws
Duties, Responsibilities & Accountabilities	<p>Safe and efficient driving</p> <ul style="list-style-type: none"> - Drive/operate the vehicle safely, reliably, and efficiently. - Conduct official and business travels using the vehicle <p>Safety and conduct</p> <ul style="list-style-type: none"> - Refrain from consuming alcohol and other drug related substance abuse while on duty - Maintain a clean, tidy, and secure environment within the vehicle. <p>Vehicle maintenance</p> <ul style="list-style-type: none"> - Conduct day-to-day maintenance checks, including oil, water, battery, brakes and tires. - Oversee proper repairs of the vehicle and arrange for necessary spare parts. <p>Regulatory compliance</p> <ul style="list-style-type: none"> - Observe and comply with all road safety regulations, health and safety regulations, BCTA Acts, and RGoB rules and regulations. <p>Documentation and record keeping</p> <ul style="list-style-type: none"> - Update vehicle insurance and registration according to the schedule - Log official trips, daily mileage, Oil changes and other relevant records. - Maintain the log book, movement orders etc on daily basis. <p>Responsiveness and communication</p> <ul style="list-style-type: none"> - Report any vehicle faults and necessary repairs to the immediate supervisor

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	<ul style="list-style-type: none"> - Carry out minor repairs and promptly arrange for other repairs. - Renew all necessary documents on time. <p>Additional responsibilities</p> <ul style="list-style-type: none"> - Carry out any activities as assigned by the management. - Ensure that movement orders are signed by the MTO/Manager - Always remain available at anytime
<p>Specific requirements</p>	<p>Thorough screening of default records and drug test shall be conducted in collaboration with Traffic Division, RBP</p>

