

Job profile

DRIVER

**Practical
ACTION**

Practical Action

ABOUT US

We are an international development organisation putting ingenious ideas to work so people in poverty can change their world.

We help people find solutions to some of the world's toughest problems. Challenges made worse by catastrophic climate change and persistent gender inequality. We work with communities to develop ingenious, lasting and locally owned solutions for agriculture, water and waste management, climate resilience and clean energy. And we share what works with others, so answers that start small can grow big.

We're a global change-making group. The group consists of a UK registered charity with community projects in Africa, Asia and Latin America, an independent development publishing company and a technical consulting service. We combine these specialisms to multiply our impact and help shape a world that works better for everyone.

OUR AIMS

We help people find solutions to some of the world's toughest problems, made worse by catastrophic climate change and persistent gender inequality. Our aims are to:

- Make agriculture work better for smallholder farmers, many of them women, so they can adapt to climate change and achieve a good standard of living
- Help more people harness the transformational effects of clean affordable energy and reduce avoidable deaths caused by smoke from indoor stoves and fires.
- Make cities in poorer countries cleaner, healthier places to live and work.
- Build disaster resilience into the lives of people threatened by hazards – reducing the risk of hazards and minimising their impact on lives and livelihoods.

HOW WE WORK

We work on holistic solutions that change systems and have a framework to help us achieve our aims:

- Analyse the root causes of a poverty and vulnerability
- Define the change at scale we need to make
- Develop activities along three complementary paths: *Demonstrate, Learn and Inspire*.
 - Demonstrate that our solutions are sustainable in the real world
 - Learn by capturing evidence and adapting our approach
 - Inspire wider support to multiply our impact.

OUR ORGANISATION

Practical Action is an unconventional, multi-disciplinary changemaking organisation

- A highly innovative community development charity operating in Africa, Asia and Latin America. **Practical Action** community projects use ingenious ideas to design, test, refine and prove new ways to overcome poverty and disadvantage and then ‘open-source’ knowledge of what works so that it can be implemented at a greater scale by others.
- A world-class consulting operation that helps socially responsible business, government policy makers and other development organisations. This draws on learnings from our own development work as well as the combined brainpower of a roster of over 2,000 expert consultants. **Practical Action Consulting** helps to extend the reach of our influence by providing the best advice to others, whose work can make a bigger difference.
- A well respected specialist development publisher. **Practical Action Publishing** brings together development practitioners, researchers and thought leaders to create publications that stimulate discussion, strengthen peoples’ capabilities and inspire sustainable change.

JOB PROFILE

Responsible to: Administrative Officer

Grade: 2

Line Manages: NA

Unit: Finance and Services

Location: Kathmandu, Nepal

Purpose, Scope and Relationships

The purpose of the role is to ensure that all safety measures are taken into consideration while driving vehicle and for the safety of passengers. Other duties include providing support to photocopy and binding, pick-up and drop the mails, etc. as and when required.

The scope is to be responsible for clean and fully equipped vehicle with all required accessories as per vehicle policy. He/she will ensure vehicles are in good working condition with sufficient fuel available.

The key working relationship is with the Finance & Services Unit. The role will engage and collaborate with all staff, international staff and external visitors.

Job Functions and Responsibilities

- Drive vehicle in a safe & disciplined manner
- Update all vehicles with first aid box and related required items as per the vehicle policy
- Update vehicle log sheet and report to administration
- Check vehicle blue book/tax/pollution sticker and act as required
- Clean and maintain vehicle in condition
- Check fuel availability in the vehicle/generator
- Perform administration work like banking, collection of visas, tickets, and quotations etc. as required
- Logistics support during workshop as required
- Coordinate with other Drivers as necessary
- Perform any other job assigned by Administration Associate/Receptionist/Administration Officer
- Ensure our ethics and values, as set out in our Code of Conduct and related policies, including safeguarding, are embedded in team culture and well modelled by others. Ensure that reporting structure are well promoted and respond to all concerns appropriately.

PERSON PROFILE

To be successful in the role, the ideal candidate will be able to demonstrate:

**EXPERIENCE
&
KNOWLEDGE**

- At least 3 years of working experience as a driver
- Valid Nepali driver's license with no previous police records
- Basic technical knowhow
- Able to read, write and speak in Nepali and English
- Is able to travel for field visits as and when required
- Willingness and enthusiasm for working with rural and vulnerable communities living in remote areas of the country.

**BEHAVIOURS
&
MOTIVATION
S**

The most important practical behaviors, for role success are:

- Completing
- Collaborative
- Creative
- Dynamic

Qualifications: School Leaving Certificate

Line Manager

Date:

Employee

Date: