



ONE **ASEAN**
ONE **RESPONSE**

JOB DESCRIPTION AND QUALIFICATIONS

Job Title:	Driver (2 positions)
Supervising:	-
Duty Station:	Jakarta, Indonesia.
Duration:	1 year, with the possibility of extension.

Background

The AHA Centre is an intergovernmental organisation established by the ten ASEAN Member States to facilitate cooperation and disaster management coordination amongst the ASEAN Member States. The Agreement on the Establishment of the ASEAN Coordinating Centre for Humanitarian Assistance on disaster management was signed by ASEAN Foreign Ministers on 17 November 2011, and witnessed by the Heads of State / Government of all ten ASEAN countries. In operationalising its mandate, the AHA Centre primarily works with the National Disaster Management Organisations (NDMOs) of the ASEAN Member States. Furthermore, the AHA Centre also partners with international organisations, private sector, and civil society organisations, such as the Red Cross and Red Crescent Movement, the United Nations, and the AADMER Partnership Group.

The AHA Centre is looking for drivers (2 positions) to support its day-to-day operational and administrative activities. The Driver will be based in Jakarta, Indonesia and report to the Administration Assistant. She/he is expected to provide administrative and logistical support to the Senior Management and the operations of AHA Centre's staff members.

Broad Statement of Function

- A. Safely transport the AHA Centre staff member from one location to another;
- B. Responsible that the assigned vehicle is kept clean and in good condition, including all equipment;
- C. Carry out other assignments as tasked by his/her supervisor.

Primary Responsibilities

- Execute the daily official transportation requirement (to/from business meetings, representation events and on visiting missions for field trips) for the AHA Centre staff members, as well as delivery and collection of mail, document and other items;

- Meeting the AHA Centre staff members and visitors at the airport and assisting with the customs formalities arrangement when required;
- Ensure the safety and the security of the AHA Centre staff member on board the official vehicle at all times;
- Transport the AHA Centre staff member in case of situations requiring emergency medical attention during office hours;
- Take suitable precautions for the security of the office vehicle and its content when left unattended;
- Ensure cost-savings through proper use of vehicle through accurate maintenance of daily vehicle log book, provision of inputs to preparation of the vehicle maintenance plans and reports;
- Ensure proper day-to-day maintenance of the assigned office vehicle through timely minor repairs, arrangements for major repairs, timely changes of oil, check of tires, brakes, car washing, etc. To ensure that the office vehicle is kept clean, roadworthy and fully insured at all times;
- Record all official or private trips, daily mileage, gas consumption, oil changes, greasing, and others on the official vehicle log books;
- Ensure availability of all the required documents/supplies, including vehicle insurance, vehicle log books, office directory, map of the city/country, first aid kit, and necessary spare parts;
- Anticipate in any mechanic actions on the assigned official vehicle to prevent any disruption due to foreseeable breakdowns from the engine to the pneumatic conditions. For instance, daily inspection of air level in the wheels, oiling for breaks, water level, etc. In summary, assure that every single part of the office vehicles is in perfect condition for being operated;
- Ensure that all immediate actions required by rules and regulations are taken in case of involvement in accidents.
- Outside driving duties, perform basic office-related tasks such as filing, photocopying and maintaining stores when required, including delivery/collection of various items, mailing service and payment of bills to ensure administrative support to the staff members.

Job Qualifications

Education

- The candidate should have completed Secondary level education. Having mechanical skills would be an advantage.
- The candidate must have a valid Indonesian driving license and a safe driving record.

Experience and Selection Criteria

- At least five (5) years of driving experience as a Driver, preferably in an international organisation, embassy or UN system, with a demonstrated safe driving record is a pre requisite;
- Formal drivers' training with a valid driver's license/certification to operate assigned vehicles following local rules and regulations;
- Physical strength, good health and ability to lift up to 20 kgs;
- Excellent organisational and time management skills;
- Proficiency using GPS devices;
- Experience with city driving and long-distance up-country driving;

- Excellent interpersonal skills and demonstrates a client-oriented approach, high sense of responsibility, courtesy, tact and the ability to work with people of different national and cultural backgrounds;
- Indonesian National and good verbal communication in English is an asset;
- Ability to work long hours and weekends;
- Committed team player with demonstrated interpersonal skills and ability to work effectively in a multi-cultural/disciplinary environment and able to produce high-quality work under pressure.

Competency Profile

A. Core Competencies

- **Planning and organising**
Ability to establish a coherent course of action to achieve goals, ability to translate plans into actions, organise work, monitor & review outcomes, and communicate the results clearly both orally and in writing.
- **Ability to work in a multi-cultural setting and under pressure**
Ability to interact effectively with people from different cultures, ability to multi-task and remain efficient and productive under pressure.
- **Communications and interpersonal skills**
Ability to express thoughts clearly, accurately and succinctly in verbal and in writing to different audiences, and ability to relate well with others and to maintain relations with cordiality and diplomacy.
- **Flexibility and adaptability**
Ability to respond positively to change and new organisational practices, structures, procedures and technology.
- **Personal credibility**
Have high regard for self-discipline, good attendance record, respect punctuality and set examples to others, show consistency in words and actions, has high integrity and is conscientious.

B. Technical Competency

- Carry out his/her obligations expertly.
- Make smart decisions appropriate to scope of job.
- Collaborate within teams and across boundaries, acts cooperatively.
- Responds to the supervisor requests in a timely manner.
- Seeks opportunities to grow and further develop own capabilities.
- Use tact and diplomacy to deal with difficult cases, in conjunction with the Administration if need arises, until everything is settled on a timely basis, to help the office meet all relevant deadlines.

Application Process

The AHA Centre urgently invites the best, most talented and highly-motivated individuals from the ASEAN Member States to apply for this position. We encourage female candidates to apply.

You may apply by sending your application to human.resources@ahacentre.org, highlighting your suitability and potential contribution to the position together with a detailed CV, certified true copies of educational certificates obtained and completing the AHA Centre Application Form, which can be downloaded at www.ahacentre.org/opportunities.

Please ensure that the total size of your email, including attachments, is **no more than 5MB**.

Please indicate the name of the position that you are applying for on the subject of your email. Incomplete applications will not be considered.

Application papers should reach the AHA Centre on or before 1 July 2022 at midnight Jakarta time.

The selection panel's decision is final, and only shortlisted candidates will be notified.

For more information on the AHA Centre, please visit www.ahacentre.org
