

Job Description

Job Description

This form enables us to accurately post your position on external sites. The information provided here will be featured in the job post. Please do not use acronyms or industry jargon. Be clear and concise in your answers to the open-ended questions. Incomplete forms will delay posting. Once this form is complete, email it to the CARE Laos HR Unit.

Position Information

Position Title: Driver and Administration Assistant	Date requested:
Type of position:	Grade (for HR use only): B
Department/Project Team: Program Support	
WORK LOCATION: Salavan (SGTF)	Incumbent's name (if applicable):

Job Summary

In 1000 characters or less, state the position's overall purpose or objective, highlighting the general functions the position is responsible for and articulating what the position is expected to accomplish. This section will appear on external sites.

There are two areas of focus of this position:

1. **Driving CARE vehicle:** ensure vehicle (car and motorbike) daily check, report and recording of any need for the vehicle maintenance including the vehicle logbook, follow the CARE vehicle safety and traffic regulation (both CARE and government), ensure the safety of the passenger and CARE asset, ensure the security loading and unloading of CARE vehicle, and reporting of any misuse of CARE asset.
2. **Procurement and Admin support:** is to support on procurement work including seeking for supply source, collecting the quotation, prepare the SBA and create the PO, receiving goods and prepare the payment request; Conduct the Asset physical check and tracking of the asset; support on the admin tasks such as prepare the letter for CARE partners as required.

Responsibilities and Tasks

Describe the major responsibilities, principal tasks, and end results the position is responsible for. Please include rationale as to why it is done and the impact it has on the team or organization. List the responsibilities in the order of importance and state the estimated percentage of time the employee should spend on each responsibility during a typical year.

JOB RESPONSIBILITY 1: Driver:

50% of time

- Ensure the vehicle is clean and check daily as per CARE checklist and submit to the line manager
- All documents relevant to the vehicle are valid and in place such as: vehicle insurance, registration, vehicle technical inspection is renewed
- Coordinate with the Head Quarter for any process of the vehicle license renewal, vehicle monthly logbook, and other reporting needed.
- Ensure the safety of the passengers, pedestrians and third party as well as CARE asset.
- Follow CARE code of conduct for road safety
- Ensure the weekly vehicle booking or plan, in order to accommodate and support on the CARE activities
- Ensure the vehicle maintenance are followed based on the vehicle technical.
- Pick up and drop off CARE staff and partners as per booking or vehicle plan.
- Coordinate with the project team for any vehicle plan.

JOB RESPONSIBILITY 2: PROCUREMENT SUPPORT:

20% of time

- Assist Logistics by collecting quotations as requested.
- Process some partial procurement work, especially fuel for vehicles, stationery and kitchen stuff.
- Arrange and prepare the record and report about stationery and kitchen items balance to the line manager.
- Maintain first-aid supplies and make orders when any items are missing or out of stock.
- Prepare acquittal and payment vouchers for office supplies and services e.g. air-tickets, vehicle rental, international staff lease.
- Ensure suppliers' contracts are tracked and renewed timely.
- Fully understand about CARE & donor policy & procedure especially on the Procurement policy.
- Support line manager on the procurement process such as collecting the quotations, prepare the Summary Bid Analysis and create the Purchase order, Good Receipt and Payment voucher.

JOB RESPONSIBILITY 3: ADMIN SUPPORT and ASSET MANAGEMENT SUPPORT :

15% of time

- Act as messenger to deliver any letter for GOL partner as required for the project activities;
- Support on the logistic such as sending packaging to CARE network offices.
- Support line manager to conduct asset physical checks and update asset lists in Vientiane Office including collaborating with relevant offices to ensure the asset lists are updated every 6 months;
- Support line manager of any hand over letter/ asset disposal process.

JOB RESPONSIBILITY 4: SAFETY AND SECURITY:

5% of time

- Act as the backup CARE Laos Safety and Security Focal Point (SSFP) for field office;
- Coordinate with staff who hosts to welcome visitor.
- Coordinate with the local authority for a visit of expatriate staff ex: VISA approval.
- Support line manager to conduct the Safety and Security Risk Assessment.

JOB RESPONSIBILITY 5: PARTNERSHIP AND NETWORKING:

5% of time

- Provide clear explanations of CARE Laos program strategy and CARE's work in Laos to internal and external stakeholders when required; and
- Develop and maintain effective relationships with relevant internal and external stakeholders.

OTHER RESPONSIBILITIES AS ASSIGNED 5% of time

- Proactively participate or manage in the Annual Planning and Performance Appraisal (APPA) process including the annual appraisal, midyear review and regular 1:1 meetings, ensuring that the APPA process (including the paperwork) is an integral component of Annual Work Plans and activities;
- Demonstrate an ongoing commitment to gender equality, diversity and commitment to the safeguarding policy on Protection from Sexual Harassment, Exploitation and Abuse (PSHEA) and child protection;
- Comply with CARE Lao's financial and operational requirements, foster strong communication between operations and program teams and uphold high standards of honesty and integrity in personal conduct.

Qualifications (Know How)

Indicate the minimum required level of education, experience, and skills necessary to qualify for the position and fulfill the organization's expectations for job performance. Also include the education, experience, and skills desired for the position.

Education/Training

E.g. high school diploma; college degree (specify major/minor); specialty (ex. Accounting). Include the following phrase when possible: "or equivalent combination of education and work experience."

Required

EXPERIENCE AND QUALIFICATIONS:

- Higher diploma or relevant fields with minimum 1-2 years' experience relevant work experience in communication preferably with an International Non-Government Organisation (INGO) and/or private company;
- Minimum 1 year driving experience, preferably with an International Non-Government Organization (INGO) or private companies.
- Valid Lao Driving license (manual/automatic/4WD) with knowledge of basic vehicle repairs and maintenance.
- Knowledge of basic vehicle repairs and maintenance.
- Preferred experience driving off-route conditions on very difficult terrain and during pour weather conditions.
- Demonstrated experience in following standard policies, procedures and processes and ensure the implementation of basic standard transactions;
- Proven ability to manage and acquit a cash advance;
- Demonstrated good interpersonal skills, sound judgment, planning, problem solving and team building skills;
- Ability to work as a team member and contribute his/her capabilities to group objectives and works effectively in a group setting;
- Demonstrated organizational and time management skills and ability to work under pressure and to organize and manage workload to meet deadlines;
- Demonstrated characteristics in honesty, reliability, trustworthiness with the ability to maintain confidentiality;
- Basic English working skill;
- Intermediate knowledge in Microsoft Word and numeric skills.
- strengthening preferably for an International Non-Government Organisation (INGO);
- Proven understanding of working with an International Non-Government Organization (INGO) and a willingness to learn about CARE, gender equality and women's empowerment activities.

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Experience/Technical Skills

Number of months/ years of previous professional experience in a similar position. Examples: languages; planning; budgeting; basic accounting; presentations; fundraising; training/facilitation, etc.

Required

- Proven experience in front desk management, administration support and communication support;
- Proven experience on the procurement and program support;
- Demonstrated characteristics in honesty, reliability, trustworthiness with the ability to maintain confidentiality.

ປະສົບການ/ທັກສະດ້ານວິຊາການອື່ນໆທີ່ຕິຖ້າມີ **Desired**

Problem Solving

Click on each level (1, 2 or 3) below to indicate what level of problem-solving this position will face.

Select Level:

- ☒ 1. What has to be done and how to do it are clearly defined, and the incumbent with face identical or similar problem on a regular basis
- ☐ 2. What has to be done is known, but how to do it is not defined. The incumbent must use interpolative skills to pick and choose the right strategy to address a given problem.
- ☐ 3. Why things are done is known, but what has to be done and how to do it is not defined. : Situation are variable and the incumbent's response will involve analysis, problem definition, development of alternatives, and making recommendations. He or she will face and address problems that are typically non-recurring.

Why does the position fall into this category?

- Would be able to deal with the procurement's work and follow with the policy and regulation.
- Will be able to create a more positive work environment for team members and partners.
- Successfully resolving issues and lead higher job satisfaction among teams & others.
- Would be able to better service and meet partner and donor expectations.

Competencies

CARE has 5 Core Competencies that all staff are expected to demonstrate and 2 Leaders Competencies expected of those in management and leadership positions.

Competency proficiency levels define the degree to which a person in a given job is required to demonstrate the competency through observable behavior.

PEOPLE & CULTURE

The chart provides assigning levels to guidance used as a

A.

ລະດັບ Level	ຄໍາອະທິບາຍຄວາມສາມາດດ້ານພຶດຕິກຳທົ່ວໄປ General competency behavior description	ການຈັດປະເພດວຽກ Job Classification	ຕໍາແໜ່ງ/ເກຣດ Position/Grade
ລະດັບ 1	ພື້ນຖານ: ພຶດຕິກຳພື້ນຖານ. Foundational: Baseline behaviors.	ວຽກສະໜັບສະໜູນ Support	ແມ່ບ້ານ/ພະນັກງານຍາມ- Junior Officer Cleaner/Guard – Junior Officer (Grade A-C)
ລະດັບ 2	ຄວາມສາມາດ: ພຶດຕິກຳທີ່ສາມາດປະຕິບັດຕົວຈິງ. Capable: Practical application of the behaviors.	ວິຊາການ Professional	ພະນັກງານໂຄງການ-ທີ່ປຶກສາຂັ້ນອາວຸໂສ Project Officer- Senior Advisor/Manager (Grade D-H)
ລະດັບ 3	ການສ້າງແຮງບັນດານໃຈ: ເປັນແບບຢ່າງ, ຝຶກສອນ ແລະ ສ້າງແຮງຈູງໃຈສາທິດໃຫ້ເຫັນພຶດຕິກຳ. Inspirational: Role models, coaches, and influences demonstration of the behaviors.	ຄຸ້ມຄອງ Managerial	ຜູ້ອຳນວຍການ - ຫົວໜ້າອົງການ Director- CD (I-CD)
ລະດັບ 4	ການຫັນປ່ຽນ: ຈິນຕະນາການ ແລະ ສ້າງສັນພຶດຕິກຳລຸ້ນຕໍ່ໄປ. Transformational: Envisions and innovates the next generation of the behaviors.	ບໍລິຫານງານ Executive	ຫົວໜ້າອົງການ CD

below guidance when proficiency jobs. This should be starting point.

Core

Competencies

Please indicate at what proficiency level you expect this role to demonstrate each Core Competency. This may be used in performance conversations and as a guide for staff development.

- **RELATIONSHIP BUILDING** : 1. Foundational

Develops internal and external trusting & professional relationships. Purposefully develops networks to build value through collaboration.

- **INCLUSION** 1. Foundational

Contributes to an environment where all employees feel a sense of belonging, valued for their differences, and empowered to participate and contribute freely.

- **DYNAMIC LEARNING MINDSET** 1. Foundational

Continuously seeks opportunities to learn, questions past approaches in the current environment, owns growth and learns from failure.

- **DELIVERING RESULTS** 1. Foundational

Invests time in planning to achieve goals while meeting quality standards & demonstrating commitment.

- **COMMUNICATION** 1. Foundational

Effectively and appropriately interacts with others to build relationships, influence, and share ideas. Uses tact, diplomacy & cross-cultural sensitivity to navigate difficult situations.

B. Leadership Competencies

If this role is expected to manage direct reports, please indicate at what proficiency level you expect this role to demonstrate each Leadership Competency. This may be used in performance conversations and as a guide for staff development.

- **Strategic Leadership & Execution** 1. N/A

Applies vision to think beyond the immediate situation. Invests time in planning, discovery, and reflection. Ensures business goals are met by executing, monitoring, & adjusting.

PEOPLE & CULTURE

- **PEOPLE LEADERSHIP** 1. N/A

Inspires, motivates, & empowers people to achieve organizational goals. Coaches, mentors, and manages employee experience, and employee performance. Creates space for others to lead.

C. Functional Competencies

Choose the top 3 Functional Competencies that this role must demonstrate to create the desired impact. There are many competencies that will fit the role, however, please think about the most essential skills needed for this position to succeed in their role. This may be used in performance conversations and as a guide for staff development.

Competencies	Proficiency Level
1. Ability to influence staff to understand the procurement policy and follow the donor rule & regulation.	2. Capable
2. Effective communication with internal staff & partners together with the government counterpart.	1. Foundational
3. Continuously seeks opportunities to learn the new thing, owns growth and learns from failure.	1. Foundational

Organization Structure

